

San Diego County Probation Department Institutional Services Policies	<u>SUBJECT:</u> Facility Operations <u>SECTION:</u> 5 <u>AUTHORITY:</u> Articles 3, 5 and 10, Sections 1324, 1326, 1350-1362, 1411, 1413, 1430-31, 1433, 1437, 1480 and 1486, Title 15; Sections 171b, 296 and 298, Penal Code; Sections 207, 300, 602, 625-630, 777 and 871.5, Welfare and Institutions Code; Prison Rape Elimination Act
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5.0 Facility Operations

5.1 OVERVIEW

This section sets forth the general guidelines for the daily operations of Institutional Services (IS).

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San Diego County Probation Department Institutional Services Policies	<u>SUBJECT:</u> Intake and Admissions <u>SECTION:</u> 5.1 <u>AUTHORITY:</u> Articles 3, 8 and 10, Sections 1326, 1430, 1480 and 1486, Title 15; Sections 207, 300, 602, 625-630 and 777, Welfare and Institutions Code (W&I); Section 4030, Penal Code
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5.1.1 Intake and Admissions

5.1.2 OVERVIEW

This section sets forth the policies governing the intake and admission of youth into a juvenile detention facility.

5.1.3 Probation Department General Detention Policy

5.1.3.1 OVERVIEW

When San Diego County law enforcement officers arrest a youth the officer may bring the youth to the Probation Department juvenile facilities for detention pending a court hearing. As a general rule, all youth who are brought to Juvenile Facilities with an underlying charge that has a period of custody attached, and with the appropriate documentation (i.e., arrest reports and affidavits) will be admitted to the facility on a temporary basis. State law and the San Diego County Juvenile Court have established strict guidelines regarding the detention of juveniles. The Probation Department is charged with (among other things) detaining youthful offenders in a safe and secure facility (see Manual Section 1.3 for Department Mission and Goals).

5.1.4 Basic Policy Established By Section 628 W&I Code: Criteria for Detention

5.1.4.1 OVERVIEW

This section focuses on the criteria for detention in County of San Diego Juvenile Facilities (Juvenile Facilities) as set forth in Section 628 of the Welfare and Institutions Code (W&I).

5.1.4.2 ALL YOUTH MUST BE SCREENED

All youth brought to juvenile facilities by law enforcement officers, Probation Officers or other authorized persons, with the intent of having the youth detained pending a Juvenile Court hearing or the filing of a petition, must be screened by the Detention Control Unit (DCU) to determine suitability for continued detention.

Section 628 of the Welfare and Institutions Code sets forth the specific criteria mandating detention of a youth. Under 628 WIC, a youth may only be detained in juvenile facilities if one of the following conditions exists as the basis for detention.

5.1.4.3 SUITABILITY FOR DETENTION

The basis for detention must be clearly established from the nature of the charges brought against the youth, the circumstances of those charges, and/or the personal history of the youth.

Youth detained solely on the "likely to flee" criteria, must have a history of runaway behavior, or have expressed an intent to flee if released.

The following table sets forth the reasons for detention of youth brought to juvenile facilities.

1. In need of detention as a matter of urgent necessity for the protection of the youth, or a reasonable necessity for the protection of the person or property of another is present;
2. is likely to flee the jurisdiction of the Juvenile Court;
3. the youth has violated an order of the Juvenile Court;
4. physically dangerous to the public because of a mental or physical deficiency disorder or abnormality.

Note: Youth brought to juvenile facilities on the basis of their "potential danger to the public," stemming from a mental or physical disability, must have certification or declaration of that fact from a qualified physician, psychiatrist or psychologist. When these circumstances exist, the County Mental Health Facility shall be the first detention choice.

5.1.4.4 UNACCEPTABLE FOR DETENTION

Pursuant to 628 W&I, youth may not be accepted for detention in juvenile facilities, if the sole basis of their detention stems from any of the following conditions:

- Beyond Control: The absence of proper effective parental care and/or control in the youth's home.
- Unable to Provide: The inability of the youth's parents or legal guardians to provide the basic necessities of life or a suitable place of residence for the youth.
- Unfit Home/Parent: The youth's home is determined to be an unfit place, by reason of neglect, abandonment, depravity or physical abuse from the youth's parent, legal guardian, or caretaker.

5.1.4.5 REFER TO POLINSKY

Youth brought to juvenile facilities for the above stated reasons shall be referred to the Polinsky Children's Center and the Department of Health and Human Services, or to an appropriate community service agency. Detention of a youth in juvenile facilities solely on the basis of the above conditions is not permitted.

5.1.4.6 PROHIBITED INFORMATION

Officers shall only share information with federal officials per Welfare and Institutions § 831. Absent a Court order, juvenile records are to remain confidential regardless of the juvenile's immigration status.

5.1.5 Additional Criteria for Detention

5.1.5.1 INTRODUCTION

Several other guidelines affect whether or not a youth is detained in a detention facility (see Probation Department

Juvenile Field Services Procedures Section I-1 “Detention Control Unit (DCU): Initial Screening, Detention and Release Processing” for a more complete discussion of detention guidelines). Among these guidelines are the following:

5.1.5.2 Seriousness of Offense

Decisions regarding the detention of a youth often require personal judgment and discretion. A youth must be considered for detention if their referring charge is serious in nature. Offenses considered serious, include the following:

- Drug Sales: Any offense involving the sale, possession for sale, or cultivation of a significant/large quantity of drugs;
- Loaded Firearm: Any offense involving the use or possession of a loaded firearm;
- Threat to Victim: Any offense involving a threat of harm to a victim or where the victim's welfare and safety might be threatened if the youth were to be released;
- Injury to Victim: Any offense where serious injury to another person has been sustained;
- Burglary: Residential or commercial burglary which involves significant loss to multiple victims or there is evidence of a series of burglaries.

5.1.5.3 707(B) OFFENSE

Any offense listed in Section 707 (b) of the Welfare and Institutions Code.

5.1.6 Intake/Booking/Release (IBR) Unit

5.1.6.1 INTRODUCTION

IBR is the Intake, Booking and Release (IBR) unit of juvenile facilities. A youth's stay begins and ends in IBR. After being arrested, youth are brought through the IBR area. Once DCU determines the youth is to stay, immediately upon admission and no later than two hours thereafter, the Intake Officer shall notify the public defender's office or the indigent defense provider for the county that the youth has been taken into custody (Welfare and Institutions Code § 627(c)). Youth are searched, booked, fed, if necessary, showered and taken to the clinic for examination. Youth are given facility clothes, and their personal property is inventoried on a property form. Once the form is complete, the intake officer and youth sign the document and the property is stored in a secure area. The property form is then scanned into PCMS. The same process will be followed when the youth is released.

5.1.6.2 STAY IN IBR

Youth will remain in the IBR Unit until classification and detention processing are completed and the youth is ready to be transferred to one of the facility housing units. Upon release, the youth returns to IBR, and is re-issued their personal property and clothing before being released. IBR also keeps clothing and blanket supplies for new entries and for distribution throughout the facility during weekly linen exchange (see Section 11.3).

5.1.7 Notification of Sexual Harassment and Prison Rape Elimination Act (PREA) Policy

5.1.7.1 MANDATORY NOTIFICATION

All individuals brought into any San Diego County Juvenile Detention Facility (regardless of age, sex, classification or length of stay) shall be informed of the Probation Department's Policy on sexual harassment and Prison Rape Elimination Act (PREA) requirements and expectations.

The policy will be read from an approved script to each youth by a facility officer upon their entry into the facility. Every reasonable attempt shall be made to ensure that the youth understand the policy, including translation (if available) for non-English-speaking youth. The youth will be provided with their own copy of the PREA Educational Brochure. The officer providing the notification shall document the orientation in the Probation Case Management (PCMS) database.

The Ombudsman shall be responsible for updating and revising the approved script. The Division Chief is responsible for ensuring its availability.

Youth shall also be notified of this policy upon entry to their housing unit, and thereafter on a daily basis.

5.1.8 Pat Down/Strip Search

IBR officers shall only conduct a strip search of a youth being booked on certain charges and only after obtaining the permission of the Watch Commander.

See section 5.13 for additional information on youth searches.

5.1.9 Issuance of I.D. Bracelet; Photographing and Fingerprinting Youth

5.1.9.1 OVERVIEW

Each youth that is brought to juvenile facilities shall be photographed in PCMS and the Sheriff's Mugshot System by IBR officers. Additionally, each youth shall be fingerprinted on the Livescan system. Photographing ensures that a photograph of the youth exists in local databases for criminal investigation and identification purposes. Fingerprinting each youth, regardless of whether they are booked or released, ensures that the youth's fingerprints are on file with CAL-ID and the FBI, for identification purposes.

5.1.9.2 PHOTO I.D. BRACELET/WRISTBAND

Once DCU notifies IBR that a youth is to be booked, an I.D. wristband with the youth's name, photograph DOB and PCMS Number is attached to the youth's wrist. The wristband is printed from the Sheriff's Mugshot System. When attaching the wristband, there should be a finger-sized space between the wrist and wristband to insure the proper fit. Make sure to cut away any excess plastic beyond the clasp to prevent a youth from pulling the wristband off.

Youth who destroy their ID bracelet or wristband will receive a Rule Violation or Privilege Suspension. Each youth shall have an I.D. bracelet on their wrist at all times while in a San Diego County Detention Facility. Officers shall be responsible for replacing the wristband if a youth loses, destroys, or removes it.

Wristbands are color coded for specific designations as follows:

White = General Population

Yellow = O.C. Sensitive

Green = YDA

Red = Allergy (white wrist band with 2 RED dots until Red wrist bands can be ordered)

Blue = Deaf or Hearing-Impaired Orange

= Unit Confinement (UC)

All youth shall wear a wristband which indicates their status(es) in the facility. Youth with more than one identifying status will have a color-coded dot sticker(s) placed on their wrist band specifying the additional status they fall under. Youth with only one qualifying status will wear a wrist band of that color.

San Diego County Probation Department Institutional Services Policies	<u>SUBJECT:</u> Classification and Segregation <u>SECTION:</u> 5.2 <u>AUTHORITY:</u> Articles 5, Sections 1350-1362; Title 15
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5.2 Classification and Segregation

5.2.1 OVERVIEW

This section sets forth the general guidelines for classification of youth for the purpose of determining housing unit/cottage placement and security risk.

5.2.2 INTRODUCTION

This section sets forth guidelines for the classification system that shall be utilized by staff for determining youth housing, security and programming arrangements. The primary goal of the classification system is to designate an appropriate level of security for each individual youth, which imposes the least restrictive situation. The purpose of the classification system is to ensure a safe and secure environment for youth and staff.

5.2.3 POLICY

Youth shall be assigned to housing units/cottages in such a manner as to provide for the safety of the youth, other youth, facility staff and the public. The guidelines below shall serve as factors in making a housing unit/cottage assignment.

5.2.4 GUIDELINES

IBR and the facility's Main Control area officers are jointly responsible for the classification and housing unit/cottage assignments of newly admitted youth, subject to review by the Watch Commander. When determining an appropriate level of classification, officers are required to evaluate the security and personal safety needs of the youth. Criteria to consider for determining the appropriate classification includes (but is not limited to):

- The offense (i.e., crimes against persons vs. property crimes, etc.) and public safety concerns
- Legal status (i.e., DJJ returns, ward, non-ward, etc.)
- Age and level of maturity
- Sex/Sex Identification according to youth
- Criminal sophistication
- Physical and emotional maturity
- Potential for self-inflicted injury and/or suicide
- Medical needs
- Mental Health and psychological factors
- Gang Affiliation
- Potential for escape
- Potential for violence
- Nationality and/or ability to understand English
- Homosexuality, history of sexual behavior, by arrest record (e.g. predatory behavior) and/or self-disclosure
- Individual Program Needs
- Facility and unit/cottage populations and the youth's comparative status with other youth in the facility

5.2.5 Housing Unit/Cottage Classification

5.2.5.1 ASSIGNMENT

Each youth who enters a juvenile detention facility (with the exception of GRF) shall receive a unit/cottage assignment based on the classification criteria as referenced in the previous section. Each housing unit/cottage is designed to accommodate youth of similar age, status, and sophistication and/or program need.

Each youth who enters GRF shall be placed in the “A” Annex Hallway. As rooms become available, youth displaying positive behavior will be moved to the “B” side, a dormitory setting.

5.2.6 Factors Affecting Classification

5.2.6.1 INTRODUCTION

IBR and/or the facility’s Main Control area are responsible for the initial classification of new youth (with the exception of youth who are committed to GRF). The facility’s Main Control area is responsible for assigning housing locations to new youth. IBR and/or the facility’s Main Control officers are required to direct any classification questions to the appropriate Supervisor for evaluation, input, and recommendations or to resolve disagreements. GRF does not have specific classifications for housing youth.

5.2.6.2 TRANSFERS

All subsequent transfers occurring between units/cottages require a Supervisor's approval. Youth being transferred must always be escorted to their new unit/cottage.

All transfers occurring between units/cottages require that the facility’s Main Control be notified to ensure adjustment in the unit/cottage count. The staff assigned to the facility’s Main Control shall, when necessary, notify the Booking Officer, School and the Medical Clinic of a youth’s transfer to effect transfer of records to the youth’s new unit/cottage.

Unit/cottage assignments may not always correspond to the guidelines due to a variety of variable factors. Factors that may affect placement and assignment of a youth to a unit/cottage can include the following:

- A. The youth’s overall maturity, including their physical and emotional levels.
- B. Court orders, law enforcement, District Attorney or Probation Officer's requests to keep two (2) or more youth in separate units/cottages. Such requests may be based on the criminal investigation; threats exchanged between youth, victims, or witnesses; intimidation, or acts of violence between youth or gang affiliations.
- C. Unit/cottage population imbalances and overcrowding which necessitates inter-unit/cottage transfers to reduce a unit/cottage's population below maximum levels, and correct population imbalances between similar units/cottages.
- D. Unsatisfactory adjustment to a unit/cottage or disciplinary problems. Youth who exhibit severe personality clashes, become involved in significant gang activities or acts of violence, may be transferred to another suitable unit/cottage for security purposes.
- E. Changes in a youth’s security or safety status. Youth may be transferred to any appropriate unit/cottage, due to changes in their security status either up or down (i.e., placement on or off unit confinement, commitment to DJJ, etc.) or safety needs (i.e., violent crime victims, threats to personal safety, placement on or off Suicide Watch, etc.).
- F. A change in a youth’s program status necessitating a move to the unit that meets that particular program needs (i.e. Breaking Cycles Program.)

5.2.7 Security Classification

5.2.7.1 INTRODUCTION

This section addresses the security classifications and applicable precautions to be taken, for youth identified as a security risk.

5.2.7.2 SAFETY

Facility security and youth/staff safety are primary objectives to be considered when making decisions as to youth classifications. Each youth shall be screened and evaluated to assess their actual or potential threat to the security and safety of the facility, its youth, and staff. To assist in this process, security classifications exist to alert and sensitize staff to the dangers posed by certain youth.

5.2.7.3 SECURITY RISK CRITERIA

Youth may be identified as a security risk when one or more of the following conditions are present:

- **Assaultive:** The youth has developed a propensity for assaultive behavior which may be physical or sexual in nature. This condition may be represented in the youth's current charges (i.e., murder, rape, assault with a deadly weapon, etc.), past charges, (i.e., DJJ parolee, etc.), detention history, or by a current/past incident that involves a physical or sexual assault on another youth or staff member.
- **Escape Risk:** The youth is an identified escape risk. This condition may be met by the youth's past history of escape, an escape attempt from a secure facility, or by a current incident which involves a serious threat or actual attempt to escape.
- **Community Threat:** The youth would be a threat to the community, if they were to escape or to be released from detention. This condition may be illustrated by a youth who has harmed or threatened to harm a victim/witness of a crime, a family member, or any other person in the community.
- **Affiliation with Violent Group:** Youth affiliated with a gang, cult or group which has a history of violent acts against rival groups, law enforcement officers, or the public. Gang Affiliation may be documented by youth statements or actions, by law enforcement files, probation files, or by previous booking information.
- **Self-Harm:** Youth has the potential to engage in acts of self-harm. This condition may be documented by a youth's present threat or attempt to commit suicide, or by a past history of suicide attempts.

5.2.7.4 DOCUMENTATION AND APPROVAL

Designation of a security classification requires the approval of a Supervisor with the following exception: Youth may be assigned suicide watch status by medical personnel, STAT Team personnel or sworn staff; following the determination that a youth may be self-destructive or suicidal.

5.2.7.5 SUPERVISOR APPROVAL

Security risk designations which require direct Supervisory approval include: placement of a youth on unit confinement, single room, keep separate status and the Administrative Removal of a youth to a Juvenile Detention Facility. Assignment of these designations may be for a fixed amount of time, or on a temporary basis, at the discretion of the approving Supervisor.

5.2.7.6 SECURITY PRECAUTIONS FOR GANG MEMBERS

Youth identified as gang members may require special security precautions in room/cottage assignment and supervision. Youth from rival gangs should not be assigned rooms/bunks together. Staff should be aware of the clustering of gang members during unit/cottage activities and programs. Major sources of unit/cottage disturbances are the result of gang activity and rivalries indicated by such a grouping. Officers shall isolate gang members from their group when disciplinary action is initiated.

All units/cottages are required to maintain a “Gang Log” listing the affiliation of any gang member or associate (see Manual Section 4.5.7). Officers should consult the Gang Log and coordinate with other units before assigning rooms/bunks or transferring youth.

5.2.7.7 STAFF REQUEST FOR SECURITY DESIGNATION

A request by facility staff to place a youth on a security status requires written documentation in the form of an Incident Report (see Manual Section 4.1.) Documentation shall provide information that substantiates the security classification request, and the resulting restrictions, which accompany the security risk designation.

5.2.7.8 DISSEMINATION

To ensure that security statuses are effectively communicated, the following procedures shall be adopted by all Probation staff:

1. When a youth is identified as a security risk during the intake and/or booking process, the information shall be documented and the Watch Commander shall be informed.
2. Staff shall document all new entries with a security classification in the unit/cottage's daily log, on the room assignment board, PCMS contact log and on the bunk assignment sheet.
3. Facility staff receiving notification from an authorized authority regarding a change in the security status of a youth shall be required to document the change in the Unit Log. Documentation procedures require recording the name of the authorizing staff, the youth's name, the date and time the change was affected, and the nature of the security status to be adopted.

5.2.8 Security Risk/Medical Designations

5.2.8.1 OVERVIEW

The following is a brief overview of the designations which are utilized to identify security risk youth who must be segregated from the general population in some manner. Each security risk classification provides restrictions for youth behavior and/or security precautions to be exercised by staff.

5.2.9 Unit Confinement (UC) Status

5.2.9.1 DEFINITION

Unit Confinement is a restrictive security status for youth in a Juvenile Detention Facility. Assignment to this status, serves to restrict the youth's activities and movements to the internal perimeters of the facility's main building and to the internal quad areas designated for UC use.

5.2.9.2 UC CANDIDATES

In order for a youth to be placed on UC status, they must represent either a demonstrable and substantial security risk or pose a serious threat of danger to the public if they were to escape.

UC designation is routinely recommended for youth by DCU during the intake and booking process, after a review of the youth's current charges, legal status (i.e., DJJ parolee, etc.) and past detention history. Youth entering the facility for serious offenses that involve a crime against another person, where violence is an inherent element of the offense, constitute the majority of youth recommended for UC status.

5.2.9.3 OBJECTIVE

The primary objective of UC is to act as a safety precaution to limit a "high security risk" youth's opportunity for escape.

5.2.10 Single Room Status (SRS)

5.2.10.1 DEFINITION

Single room status is a security status assigned for a youth who requires an individual room. Under no circumstances may staff assign a roommate (temporarily or permanently) to a youth with a single room status designation.

5.2.10.2 SRSCANDIDATES

Single room status (SRS) is assigned primarily to youth who have a present or past history of sexual assault on a roommate or another person of the same sex or any predatory sex offense; or are entering the facility on charges of child molestation or sexual assault of a youth (i.e., rape, oral copulation, etc.). Single room status may also be assigned to a youth who shows repeated and sustained pattern of assaultive behavior against other youth (or staff) which would indicate a danger to the personal safety of a potential roommate; youth with a prior history of having sex with persons of the same sex while in custody, or at the request of a youth, the youth's Casework PO or a parent/guardian. The reasons must be explained and are subject to review.

5.2.10.3 OBJECTIVE

The primary objective of SRS is to promote the safety of the youth and to prevent victimization.

5.2.11 Keep Separate (KS) Status

5.2.11.1 DEFINITION

Keep Separate status is a security designation in the detention facilities designed to limit a youth's access to (one or more) designated youth.

5.2.11.2 KS CANDIDATES

The KS status is typically assigned to youth in response to a request from a Probation Officer, the Court, or law enforcement officer. Candidates for KS are crime partners and siblings, rival gang members as well as perpetrators and victims of crime.

5.2.11.3 OBJECTIVES

The primary objective of the KS status is to prevent the formulation of escape plans, prevent the discussion of shared criminal charges, prevent victimization, as well as intimidation. Youth can be kept separate by placing them in different units or in different hallways or groups within the same unit. The Camps do not have this classification status, unless it is ordered by the Court. If this is the case, all efforts will be made to segregate the youth by placing them in separate cottages.

5.2.12 Suicide Watch (SW) and Close Watch (CW) Status

5.2.12.1 DEFINITION

Suicide Watch is a security/medical designation assigned to a youth who is at risk of becoming self-destructive, or who displays suicidal behavior, or who expresses suicidal ideation/comments.

5.2.12.2 SW CANDIDATES

The SW status is typically assigned to youth who threaten suicide or self-harm, or who medical professionals classify as at risk for suicide or self-harm. Probation staff shall be alert with these youth particularly during times of high stress: i.e., intake, court hearings, visiting, etc. Staff should note that most suicide attempts inside institutions occur within 48 hours of booking and/or after 10:00 PM. Youth may be placed on suicide or close watch status anytime during their detention at a detention facility. While Institutional Supervisors can place a youth a Suicide Watch, only the STAT Team can remove a youth from Suicide Watch. Refer to Manual Section 8 for detailed security procedures for the protection of suicide watch youth and associated placement procedures.

5.2.12.3 CLOSEWATCH(CW) STATUS

Close Watch Status is a mental health status and will be assigned only by mental health/STAT Team staff. Close Watch is a Mental Health designation assigned to a youth in a detention facility by the STAT Team. Youth who are not actively suicidal, but who possess high risk factors or are taking certain types of medication may be placed on Close Watch. Probation staff shall be alert with these youth particularly during times of high stress: i.e., intake, court hearings, visiting, etc. Only the STAT Team may place youth on Close Watch status, and only the STAT Team can remove a youth from Close Watch. Refer to Manual Section 8 for detailed security procedures for the protection of Close Watch youth and associated placement procedures.

5.2.12.4 OBJECTIVE

The safety of the youth is the primary objective of the SW and CW classification. Camp Barrett and the Girls Rehabilitation Facility do not house youth placed in these classifications. If a youth is evaluated as such, the youth will be Administratively Removed from the facility.

5.2.13 Medical Isolation (Med Iso)

5.2.13.1 DEFINITION AND CANDIDATES

Medical Isolation status is for youth with medical issues that prevent placement with the General Population for safety reasons. Only medical staff can classify a youth as medical isolation, and only medical staff can remove a youth from medical isolation. Once cleared, the youth may return to the general population.

Camp Barrett does not house youth on Medical Isolation. These youth will be Administratively Removed to a detention facility. Upon medication clearance from the detention facility clinic, the youth will be returned to Camp.

5.2.14 Terminating Classifications

5.2.14.1 TERMINATING SECURITY RISK/MEDICAL CLASSIFICATIONS

Institutional Supervisors have the authority to terminate non-medical (Medical Isolation, Close Watch and Suicide Watch) classifications. All releases from a security risk/medical classification shall be documented in writing in the form of an Incident Report. Termination of a security classification which is communicated to unit officers verbally via the telephone or in person shall be documented in the Unit Message Log. Records shall reflect time and date of termination, and the name and title of the authorizing person. The verbal termination shall then be documented in an Incident Report and forwarded to the Watch Commander for review.

San Diego County Probation Department Institutional Services Policies	<u>SUBJECT:</u> Release of Youth <u>SECTION:</u> 5.3 <u>AUTHORITY:</u> Articles 5, Sections 1350-1362; Title 15
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5.3 Release of Youth

5.3.1 INTRODUCTION

This section establishes the policies for the release of youth from a facility, as well as the associated responsibilities for the individual housing units/cottages, the facility's Main Control area and the IBR Unit.

5.3.2 Permanent Releases

5.3.2.1 PROCEDURES

Each facility Division Chief shall establish designated release procedures specific to their facility.

5.3.2.2 AUTHORIZATION

Permanent releases are Court-ordered or authorized by a casework Probation Officer. Release from detention may entail a discharge to the community, or placement in another facility. Permanent releases include (but are not limited to):

- Court release to home;
- Court release to a community based organization(CBO);
- Court release to Home Supervision;
- Dispositional release to a 24 Hour School;
- Dispositional release to the Department of Juvenile Justice (DJJ);
- Dispositional release to another facility (i.e., CB,GRF);
- Dispositional release to a foster home placement;
- Remands to County Jail; and
- Remands to the Bureau of Immigration and Customs Enforcement (ICE).

5.3.3 Temporary Releases

5.3.3.1 TEMPORARY RELEASE POLICY

The following release directives shall be assumed by all staff when processing a youth for temporary release:

5.3.3.2 APPROVAL

All temporary releases must be approved in advance. Approval must be authorized by one of the following: casework Probation Officer, the Watch Commander, Division Chief, Medical Program Manager or Judge.

5.3.3.3 AUTHORIZATION

Temporary releases can be authorized for the following short-term events:

1. Out-of-Building (OB) medical or dental appointments;
2. Attending the funeral of close relatives (i.e., parent, sibling, grandparent, etc.);
3. Offsite court appearances (e.g. Federal Court or Adult Court);
4. Pre-placement visits.
5. Any other out-of-building appointments approved by the Division Chief and the Casework Probation Officer.

5.3.3.4 SECURITY TRANSPORTATION ARRANGEMENTS

Each facility has security and transportation guidelines for transporting youth on a temporary release excursion.

5.3.3.5 SECURITY RISK YOUTH

Youth's classified as a security risk (i.e. youth on Unit Confinement, Administrative Separation, or those recently DR'd or AR'd), are subject to transportation arrangements commensurate with their security status. Security risk youth shall be transported only by authorized Probation staff. Transportation arrangements shall be made through the Facility or Probation Department Transportation Unit. Transportation procedures shall be the same as the facility guidelines for transporting youth on temporary release excursions, with additional officers assigned as escorts. The number of additional officers shall be commensurate with the youth's security risk or as directed by the Watch Commander.

5.3.3.6 ADULT AND FEDERAL COURT RELEASES

Transportation and security arrangements for youth appearing in Federal or Adult Court shall be provided by the Sheriff's Transportation Unit or the U.S. Marshal's Office.

5.3.3.7 MEDICAL RELEASES

For medical emergencies, escort officers shall follow the procedures outlined in Manual Section 8.4.1, or combine them with those procedures listed above at the discretion of the Watch Commander.

5.3.3.8 CLOTHING REQUIREMENTS

Unless advance authorization has been obtained, all youth authorized for a temporary release shall wear facility issued clothing or an orange jumpsuit.

5.3.3.9 RETURN OF YOUTH FROM TEMPORARY RELEASE

The Facility Division Chief is responsible for establishing the procedures for the return of youth from temporary releases.

5.3.3.10 LATE RETURNS

Institutional Services (IS) officers are instructed to telephone the facility whenever their expected return time is going to be later than that recorded in the Out-of-Building Release Log or authorized by the Watch Commander.

5.3.3.11 AWOL'S

IS officers are instructed to immediately contact the facility if a youth AWOL's from their temporary release destination. Staff shall notify the Watch Commander. All AWOL's shall be documented via an Incident Report. Also note that additional charges may be filed pursuant to Welfare and Institutions Code Section 871.

5.3.4 Release to Law Enforcement Agencies

5.3.4.1 COURT ORDER

By order of the Presiding Judge of the San Diego Juvenile Court (See the Juvenile Court Memorandum dated 12-01-85), the following policy was issued regarding the release of youth detained, to a law enforcement agency for the purpose of conducting police investigations and/or operations.

“Minors detained in the San Diego detention facilities shall not be used by any law enforcement agency in any undercover operation or investigation without the prior advice and consent of the Presiding Judge of the Juvenile Court.”

5.3.5 Release of Youth Property

5.3.5.1 INTRODUCTION

This section establishes the policy for the release of a youth’s personal property to law enforcement agencies and parents/legal guardians.

5.3.6 Release of Property to Law Enforcement Agencies

5.3.6.1 PROCEDURE

The personal property of a youth, who are detained may not be released to a law enforcement agency, unless one of the following criteria is met:

1. Youth has consented to the property release and has signed an in-custody authorization form for "Personal Property Withdrawal". Release of all designated property shall be recorded in the property section of the youth’s Face Sheet and include the agency to which the property was released, a description of the released articles, the name and badge number of the law enforcement officer receiving the property, and the date and time the property was released.
2. A law enforcement agency has presented a search warrant or Court Order requesting the release of a specific item (make a copy of the court order or warrant to be kept with youth’s Face Sheet). When this occurs, staff shall record on the youth’s Face Sheet the agency's name; the officer's name and badge number; the specific property relinquished; and the date and time of release.

5.3.7 Release of Property to Parents or Legal Guardian

5.3.7.1 IN-CUSTODY RELEASE

Property of a youth still in-custody can be released to a parent or legal guardian only when accompanied by a signed, in-custody authorization form for "Personal Property Withdrawal." This form shall specify the desired property to be released and the name of the person designated to receive the property. All released property shall be documented on the youth’s Face Sheet with the property release form attached.

5.3.7.2 OUT OF CUSTODY RELEASE FOR UNCLAIMED PROPERTY

Unclaimed property belonging to a youth, who has been discharged from the facility, or transferred to a new placement, shall be released to the youth’s parent/legal guardian at the earliest opportunity. Staff discovering unclaimed property shall notify the Supervisor, who shall be responsible for notifying the youth’s parent/legal guardian to pick the property up. Release of a youth’s unclaimed property to a parent/legal guardian shall be documented on the youth’s Face Sheet.

5.3.8 Release of Property for Department of Juvenile Justice (DJJ) Youth

5.3.8.1 PERSONAL PROPERTY

All personal property and clothing items stored for a youth committed to DJJ shall be released to the youth's parent or legal guardian prior to the youth transfer to the DJJ. All clothing not claimed at this time shall be placed in the unclaimed property storage bin for future pick-up by the youth's parent/legal guardian or for disposal.

5.3.9 Abandoned Property

5.3.9.1 30 DAY RULE

Upon intake, all youth are informed that their property must be claimed within 30 days of their release. If a youth's property is not claimed when the youth is released, a parent may still claim it within 30 days of the youth's release (see [Section 5.3.7.2](#) above). If not claimed within 30 days of release it is considered abandoned and shall be processed for salvage.

5.3.9.2 DISPOSAL OF ABANDONED PROPERTY

If a youth's property is not claimed when the youth is released, staff shall perform the following tasks, under direction of the Supervisor:

1. Mail a "Personal Items Letter to Parents" to the youth's parent/guardian at the address listed in the youth's PCMS case file, informing them of the thirty (30) daytime limit to claim their child's property.
2. Inventory the youth's property using the "Personal Property Disposal Inventory" form and place the completed form in the youth's property bag.
3. If the parent has not claimed the property after thirty (30) days, the property bag and Personal Property Disposal Inventory form shall be forwarded to the facility storekeeper for disposal.
4. The facility storekeeper shall send the property to county salvage.

5.3.10 Commitment Classifications, Detention and Disposition Status

5.3.10.1 INTRODUCTION

Detention status of youth in juvenile facilities is classified into two (2) basic categories. A youth is either detained pending adjudication of a Juvenile Court petition (pre-disposition of the case), or as a result of the adjudication decision (e.g. a True Finding). This section addresses the sentencing classifications for youth, as well as the procedures for processing court commitments.

5.3.10.2 COURT COMMITMENTS

A significant portion of the juvenile detention facility's population consists of youth with court ordered commitments remanding them to custody, or to a placement other than their home. The range of disposition options available to the Court, include (but are not limited to) the following commitments:

- Short Term Commits (STC): Short Term commitments are direct placements for a prescribed period of time, usually thirty days or less. Some short-term commitments may serve their time on the weekends over a period of several weeks. Weekend STC's generally begin serving their time on a Friday night, and they are released on a Sunday evening (unless otherwise stipulated by the Juvenile Court).
- Short Term Offender Program (S.T.O.P.): S.T.O.P. Commitments are Court ordered placements to the S.T.O.P. program for boys or girls. Program components include structure for education, work, physical training, chemical dependency education and family counseling.
- Breaking Cycles: Breaking Cycles program includes an array of placements and services. Placement programs

include: Camp Barrett, Girls Rehabilitation Facility, the Short-Term Offenders Program (STOP) and own home settings. After the Court orders placement to Breaking Cycles, the youth's educational level, physical health and psychological well-being are assessed through testing and interviews, and a determination is made where the youth will be placed and what programs will be required. Breaking Cycles commitments range from 28, 56, and 84 days, with (STOP) commits of 21 to 90 days. Judges have discretion to increase the amount of time.

- Camp Barrett, Breaking Cycles (CBBC): CBBC commitments are male Court ordered placements to the Breaking Cycles program. This facility is a fenced institution offering a structural treatment and confinement program, emphasizing education, counseling and recreational activities. Commitment to CBBC is for a period of 28, 56, and 84 days. Youth committed to CBBC may be detained in juvenile facilities pending medical clearance and availability of bedspace.
- Girls Rehabilitation Facility (GRF): GRF commitments are female Court ordered placements to Breaking Cycles who are assessed to the fifty (50) bed, minimum security facility for girls. GRF conducts a 10 – 12-week program of drug counseling and structured treatment, emotional and physical wellness counseling, employment and general education services. GRF admits girls through the Breaking Cycles assessment program who have been committed for a period of 90 days to 365 days. Youth committed to GRF may be detained in juvenile facilities pending medical clearance, and availability of space.
- Residential Treatment Center (RTF) (24-Hour School): 24-hour school placements are Court ordered placement to private residential treatment facilities. These facilities vary in levels of security and treatment options. Most of the 24-Hour Schools are located throughout California and are licensed by the State Department of Social Welfare and/or the State Department of Mental Hygiene. Youth placed in these facilities, may have physical and or emotional disabilities, or social maladjustments. 24-Hour Schools may consist of institutional settings or group homes. Youth ordered placed in 24-Hour Schools are usually detained in juvenile facilities pending placement.
- Camp Barrett: Commitments to Camp Barrett (non-Breaking Cycles) are ordered by the Juvenile Court. The Probation Department operates an intensive treatment/security program at Camp Barrett in an attempt to rehabilitate severely delinquent juvenile offenders. Commitments to Camp Barrett range from 5.5 months to 12 months based upon the youth's incentive to earn early release incentive points as part of the program. Youth committed to non-Breaking Cycles Camp Barrett are usually detained in EMJDF pending placement.
- Youthful Offender Unit (YOU): YOU is a custodial and community Court ordered program that supervises male and female juvenile offenders, primarily between the ages of 16 to 20 who would have otherwise been sent to the California Department of Corrections and Rehabilitation, Division of Juvenile Justice as non-WIC707(b) offenders. YOU also supervise youth who have committed a WIC 707(b) offense and are deemed not appropriate for DJJ at the time of disposition.
- Department of Juvenile Justice (DJJ): Department of Juvenile Justice commitments are ordered for the most serious offenders. Youth receive DJJ commitments based on their prior delinquent history, criminal sophistication and/or seriousness of their current offense. Commitment terms are determined by the imprisonment term as specified in the Penal Code for the committing offense. Treatment programs focus on counseling, education, and employment training. Youth committed to DJJ are classified as security risks and are on unit confinement status while detained in juvenile facilities, pending transportation to the Department of Juvenile Justice.

5.3.11 Record Keeping

5.3.11.1 RECORDING COURT DISPOSITIONS

The disposition from a youth's court hearing shall be documented and processed by the facility's Main Control or the Camp Administration Senior.

5.3.12 707 W&I and Proposition 21 Youth

5.3.12.1 INTRODUCTION

Section 5 – Facility Operations

Section 707 of the Welfare and Institutions (W&I) Code sets forth the criteria for the Juvenile Court to find a youth "not a fit and proper subject to be dealt with under the Juvenile Court law...", and therefore shall face an accusatory pleading in a court of criminal jurisdiction. The 707 W&I criteria determines a youth's certification from Juvenile Court to Adult Court. Similarly, Proposition 21 allows the District Attorney to prosecute certain youth who commit violent felonies as adults. Those cases are handled essentially the same as 707 W&I cases. This section addresses the policies associated with 707 W&I and Proposition 21 certified youth.

5.3.12.2 COURT ORDERS

A Juvenile Court order certifying a youth to Adult Court with an arraignment date must be received by the facility in order to classify a youth as a 707/Prop 21 youth. Following the receipt of a 707/Prop 21 court order, a 707/Prop 21 file shall be opened by the Booking Clerks. All subsequent court orders received from the Adult Court shall be placed in this file, and reviewed by the Watch Commander for information pertaining to scheduled court dates, bail hearings or reductions, transportation orders and detention orders.

5.3.12.3 RIGHT TO BAIL

Legal Stipulations: Pursuant to 707.1(4) of the Welfare and Institutions Code, a youth found to be an unfit subject for Juvenile Court law is entitled to a release on bail, or on their own recognizance (OR) on the same circumstances, terms, and conditions as an adult alleged to have committed the same offense.

5.3.12.4 SETTING BAIL

The setting of bail normally occurs at the conclusion of the fitness hearing for youth certified to Adult Court, and during a bail review hearing for Prop 21 youth. Bail may be subsequently altered at the youth's arraignment in Adult Court, or at a scheduled Bail Review Hearing.

5.3.12.5 PROCEDURE FOR RELEASE ON BAIL

Bail for a 707/Prop 21 youth must be posted with the Sheriff's Department and cannot be accepted by juvenile detention staff. After bail has been posted and it has been verified that the Sheriff's Department has received an order to release, release procedures for the youth shall be initiated. Bail receipts and orders to release must be verified by contacting the Sheriff's Department for confirmation of the payment of bail.

Any party (i.e., family member, friend, bondsman, etc.) requesting information regarding the bail status of a 707/Prop 21 youth shall be directed to the Sheriff's Department.

5.3.12.6 RELEASE ON OWN RECOGNIZANCE(OR)

Release of a 707/Prop 21 youth on their own recognizance, may be ordered by the Court. Confirmation of a release on Own Recognizance (OR) is obtained from a Court Order which must accompany the youth from Court.

5.3.12.7 RELEASE CONDITIONS

Youth released on payment of bail, or on their own recognizance, may be released directly to the community. The presence of a legal guardian to take custody of the youth is not a prerequisite for release, and it shall not hinder the release of a youth who meets the condition of bail, or a Court ordered OR.

5.3.12.8 WARRANT HOLDS

Youth released on bail or on their own recognizance, shall be subjected to a "warrant and hold check", prior to their actual release. Any youth with an active warrant or hold shall not be released until the warrant or hold has been cleared.

5.3.12.9 CUSTODIAL STATUS

707.1 of the Welfare and Institutions Code specify the custodial conditions for a 707/Prop 21 youth. Under this code

section, 707/Prop 21 youth will normally remain in detention at juvenile facilities, unless a specific order has been issued by the Juvenile Court directing the youth to be delivered into the custody of the Sheriff. The Court will issue this order when it has been determined that the youth's presence in juvenile facilities would endanger the safety of the public or be detrimental to other youth in the facility.

5.3.12.10 TRANSFER OF CUSTODY TO THE SHERIFF (JAIL)

The facility Watch Commander shall assume the following responsibilities for transferring a 707/Prop 21 youth into the custody of the Sheriff, for purposes of confinement in the County Jail:

- 18th Birthday: When a 707/Prop 21 youth attains the age of 18, staff arrange for their transfer to County Jail unless a Court order authorizes their continued detention.
- SPO Review: Prior to, and at the time of the 707/Prop 21 youth's attainment of the age of 18, the Watch Commander shall review the youth's "707 Court Order File," to obtain the Court orders which specify the youth's place of detention at the age of 18.
- If No Order: If there are no orders for continuing the youth's detention after the age of 18, the Watch Commander shall contact the Sheriff's Transportation Division, or the Watch Commander of the Central Detention Facility (Men's Jail) or the Las Colinas Detention Facility (Women's Jail) to arrange for the youth's transfer to County Jail.

5.3.12.11 TRANSPORTATION SERVICES

Transportation services for a 707/Prop 21 youth to court hearings, medical/dental appointments, and other emergencies, shall be provided pursuant to the following guidelines.

5.3.12.12 PRE-ARRAIGNMENT

Prior to a 707/Prop 21 youth's arraignment in a Criminal Court, transportation services for all scheduled dental/medical appointments shall be the responsibility of the assigned Juvenile Field Services Probation Officer.

5.3.12.13 COURT HEARINGS

Responsibility for transportation arrangements to and from scheduled Court Hearings in Adult Court shall be as follows:

5.3.12.14 ARRAIGNMENT

An order remanding a juvenile to the Adult Court shall routinely be forwarded to the Sheriff's Transportation Division, from the Office of the County Clerk. Transportation to Felony Arraignment shall then be the responsibility of the Sheriff's Transportation Division post-arraignment. The Watch Commander shall be responsible for ensuring the youth's availability for transportation at the time prescribed by the Sheriff's Transportation Officer.

5.3.12.15 SUBSEQUENT COURT HEARINGS

Transportation for 707/Prop 21 youth to and from subsequent Court Hearings shall be provided by the Sheriff's Transportation Division. Future Court dates will be specified on the Court documents accompanying the youth's return from Court. It shall be the facility's responsibility to ensure the 707/Prop 21 youth's availability for the scheduled hearing. Scheduled court appearances shall be verified by the Watch Commander (or as otherwise directed by the Division Chief) through liaison with the Sheriff's Transportation Officer, on the day of the court appearance. Notification shall include the approximate time the transporting officer will arrive at the facility.

5.3.12.16 MEDICAL, DENTAL AND PSYCHOLOGICAL APPOINTMENTS

Transportation for all Court ordered medical, dental, and psychological appointments shall be provided by the facility Transportation Officer or the Probation Department's Transportation Division. Transportation of 707/Prop 21 youth shall require two (2) Officers. The youth shall be dressed in an orange jumpsuit and shall wear waist and ankle chains. Any deviation from the policy shall require the approval of the Watch Commander.

5.3.12.17 EMERGENCY TRANSPORTATION

In life or death situations or when a serious accident or illness necessitates immediate transportation to a hospital, the facility shall immediately contact EMS by dialing 911. Officers shall escort 707/Prop 21 youth to the medical center, in accordance with the provisions outlined in Manual Section 8.5.4. Upon arrival at an appropriate medical center, the Watch Commander shall contact the County Jail Watch Commander and request Sheriff's personnel to relieve the Probation staff at the hospital.

5.3.13 Visiting Policy for 707/Prop 21 Youth

5.3.13.1 707/PROP21 VISITING POLICY

The following regulations govern the 707/Prop 21 youth's visiting program:

- Parents and legal guardians shall be entitled to visit during the regularly scheduled visiting times, or as approved by the court and/or Watch Commander. (See Manual Section 6.5).
- Special visits shall be scheduled at the discretion of the Watch Commander. When an Adult Field Services Probation Officer is assigned to the youth's case, special visits or visitors may be screened with the adult casework Probation Officer.
- After arraignment, and prior to adjudication of the youth's case, the 707/Prop 21 youth will be without the benefit of a juvenile casework Probation Officer. Under these circumstances, any issues which would ordinarily be handled by the juvenile casework Probation Officer shall be referred to the Adult's Attorney of Record, as specified in the 707/Prop 21 Court Orders File.

5.3.14 Adults

5.3.14.1 GENERAL POLICY

Any youth determined to be an adult (i.e., 18 years or older) by virtue of an age determination hearing held in Juvenile Court, by presentation of valid documentation (i.e., birth certificate, etc.) or by any other certification validated by the Watch Commander, shall be immediately provided housing arrangements which physically and socially separate the youth from juveniles. If detention remains at a juvenile facility, the youth must be separated by sight and sound from the juvenile population. The requirements for separate housing arrangements apply only when the youth is determined to have been an adult at the time of their law violation. Transfer of an adult who has been detained in a Juvenile Facility, to the County Jail, shall occur at the earliest opportunity. Note: This section does not apply to 707/Prop 21 youth who are tried as adults but are not age 18 or above. See [Section 5.3.12](#) above for 707/Prop 21 youth.

5.3.14.2 18TH BIRTHDAY IN CUSTODY

Any youth committed to a juvenile detention facility under the Juvenile Court jurisdiction who reaches the age of 18 prior to or during their period of detention, but after the time of their law violation may be allowed to remain in the facility and have contact with juvenile youth until the age of 21, unless the Juvenile Court orders otherwise.

5.3.14.3 18 YEAR OLDS

Upon attainment of the age of 18, Section 707.1 (2) W&I, directs that a 707/Prop 21 youth "shall be delivered to the custody of the Sheriff, if under Adult Superior Court Jurisdiction.

5.3.14.4 PROBATION VIOLATIONS

Any youth that has reached the age of 18 but is still on probation and/or still under the jurisdiction of the Juvenile Court may be housed in juvenile facilities for any probation violation, unless the Juvenile Court orders otherwise.

5.3.15 Federal Youth

5.3.15.1 INTRODUCTION

Any juvenile brought to juvenile facilities by law enforcement officers of the United States government (i.e., U.S. Marshal, Border Patrol, etc.), with the exception of material witnesses, may be detained. Regulations regarding the detention of federal youth are as follows:

5.3.15.2 DETENTION

Youth charged with federal crimes may be detained under the authority of the U.S. Marshal's Office for a maximum of three (3) judicial days, without a court issued detention order. Detention after the 72-hour time period must be authorized by a valid detention order, issued by the Federal Court, or the federal youth must be released.

5.3.15.3 YOUTH RIGHTS

Any youth detained in juvenile facilities due to a violation of Federal law shall have the same rights and privileges, and they shall receive the same treatment that is afforded to other youth who are detained pursuant to California State Law.

5.3.15.4 CLASSIFICATION

Federal youth shall be assigned to their housing unit according to the criteria as established for all other youth. The basis for unit assignment and security risk classification are set forth in Manual [Sections 5.2.2](#) and [5.2.3](#) above.

5.3.15.5 MEDICAL SERVICES

Federal youth shall receive the same quality of medical care as offered to other youth. Federal youth requiring medical treatment at a hospital shall be referred to the UCSD Medical Center. (See Manual Section 8.5; Medical Treatment and Services.) In the event that a federal youth has medical insurance coverage, they may be taken to the hospital approved by their insurance provider, at the discretion of the Watch Commander.

5.3.15.6 MEDICAL AUTHORIZATIONS

In the event that the Federal agency responsible for the detention cannot be reached to authorize medical treatment, the Watch Commander shall authorize treatment in accordance with Manual Section 8.7.

5.3.15.7 TRANSPORTATION

Transportation to and from UCSD Medical Center for treatment shall be provided by the Probation Department's Transportation Unit. In life-or-death situations or when a serious accident or illness necessitates immediate transportation to a hospital, juvenile facilities shall immediately contact EMS by dialing 911. Officers shall escort federal youth to the medical center, in accordance with the provisions outlined in Manual Section 8.5.4.

5.3.15.8 HOSPITAL GUARD DUTY

When a guard is needed for a hospitalized federal youth, an officer from the originating facility shall be responsible for initially providing a guard (in accordance with the procedures outlined in Manual Section 8.5.4.) After arrival at an appropriate medical center, the Watch Commander shall contact the U.S. Marshal's Office and request personnel to relieve the officer at the hospital.

5.3.16 601 W&I Ward Housing Arrangements

5.3.16.1 OVERVIEW

Youth who are 601 wards will generally not be detained in a detention facility. However, on the rare occasion when a 601 youth requires detention, the facility must provide housing arrangements and program activities that are separate from the 602 population. Therefore, all 601 youth, regardless of how long they are detained, shall be housed in IBR. Any 601 youth in a detention facility shall have the same rights and privileges, and they shall receive the same treatment and programming opportunities that are afforded to all other youth.

San Diego County Probation Department Institutional Services Policies	<p><u>SUBJECT:</u> Lesbian, Gay, Bisexual, Transgender, Questioning and Intersex (LGBTQI)</p> <p><u>SECTION:</u> 5.4</p> <p><u>AUTHORITY:</u> Prison Rape Elimination Act (PREA)</p>
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5.4 Lesbian, Gay, Bisexual, Transgender, Questioning and Intersex (LGBTQI)

5.4.1 PURPOSE

The purpose of this Policy is to establish operational practices that reinforce Juvenile Institution’s commitment to respect the dignity of lesbian, gay, bisexual, transgender, questioning, and intersex (LGBTQI) youth, create a safe environment for all members of the facility, and ensure that all youth have equal access to all available services, placement, care, treatment, and benefits provided by Institutional Services.

5.4.2 APPLICABILITY

This policy shall apply to all employees and volunteers of the facility and to employees or Representatives of any agency providing services on behalf of youth at the facility.

5.4.3 POLICY

The facility maintains and promotes an environment that provides the highest quality of services to youth regardless of their actual or perceived sexual orientation or gender identity. Confined LGBTQI youth shall receive fair and equal treatment, without bias and in a professional and confidential manner based on principles of sound professional practice.

Employees, volunteers, and contractors that offer services to confined youth at any probation facility shall not discriminate against or harass any youth in their care based on a youth’s actual or perceived sexual orientation or gender identity.

Facility employees shall protect youth from discrimination, physical and sexual harassment or assault, and verbal harassment by other youth, based on a youth’s actual or perceived sexual orientation or gender identity.

Facility employees will take all reasonable steps within its control to meet the diverse needs of all confined youth and provide an environment in which all individuals are treated with respect and dignity, regardless of sexual orientation or gender identity.

5.4.4 DEFINITIONS

For purpose of the Policy and Practice Guidelines, the following definitions apply:

- **Bisexual:** A person who is emotionally, romantically, and sexually attracted to both males and females.
- **Cisgender:** A person whose gender identity (i.e., internal sense of feeling male or female) corresponds with their birth sex.
- **Contractor:** A person who provides services on a recurring basis pursuant to contractual agreement with the Probation Department.
- **Discrimination:** Any act, policy or practice that regardless of intent, has the effect of subjecting any youth to differential treatment as a result of that youth's actual or perceived sexual orientation or gender identity.
- **Employee:** A person who works directly for the County of San Diego Probation Department.
- **Facility:** Any juvenile custodial facility under the direction of the Chief Probation Officer.
- **Gay:** A person who primarily is emotionally, romantically, and sexually attracted to individuals of the same sex, typically in reference to boys or men.
- **Gender Expression:** The manner in which a person expresses their gender through clothing, appearance, behavior, speech, etc. Gender expression is a separate concept from sexual orientation and gender identity. For example, a female may have a very masculine appearance, but may identify as a heterosexual female.
- **Gender Identity:** A person's internal, deeply felt sense of being male or female, regardless of the person's sex at birth.
- **Harassment:** Includes, but is not limited to, name –calling, disrespectful gestures, jokes, or comments; inappropriate touching; threats of physical or emotional acts or negative consequences (including religious condemnation); physical abuse; sexual abuse; including unwanted sex acts, touching, pantomime, and threats; and emotional abuse such as shunning or isolation. Attempting to change a youth's sexual orientation or gender identity is also a form of harassment.
- **Homosexual:** A term used to refer to a person based on their-same sexual orientation, identity, or relationships.
- **Intersex:** A person whose sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female. Intersex medical conditions are sometimes referred to as disorders of sexual development.
- **Lesbian:** A girl or women who primarily are emotionally, romantically, and sexually attracted to girls or women.
- **Questioning:** Refers to a person, who is exploring or questioning issues of sexual orientation or gender identity or expression in their life.
- **Sexual Orientation:** A person's emotional, romantic, and sexual attraction, to individuals of the same sex or of a different sex.
- **Transgender:** A person whose gender identity (i.e., internal sense of feeling male or female) is different from the person's assigned sex at birth. A transgender girl is a person whose birth sex was male but who understands themselves to be female. A transgender boy is a person whose birth sex was female but who understand themselves to be male.
- **Volunteer:** An individual who donates time and effort on a recurring basis to enhance the activities and programs of juvenile facilities.
- **Youth:** Any person under the age of 18.

5.4.5 Practice Guidelines for Providing Services to LGBTQI Youth

5.4.5.1 GENERAL FACILITY OPERATIONS

All youth, regardless of sexual orientation or gender identity, need to feel safe in their surroundings in order to fully benefit from facility programming. Juvenile Institutions has established and maintains a culture where the dignity of every youth is respected and all youth feel safe. Employees create opportunities for dialogue with youth and staff about all forms of diversity to increase tolerance and respect.

Juvenile Institutions promotes the positive adolescent development of all youth in its care. Actions that support positive adolescent development include modeling desired behavior such as demonstrating respect for all youth; reinforcing respect for differences amongst youth, encouraging the development of health self-esteem in youth, and helping youth manage the stigma sometimes associated with differences.

Employees are to model positive behavior when interacting with LGBTQI youth and remind all youth that anti – LGBTQI threats of violence, actual violence, or disrespectful or suggestive comments or gestures, will not be tolerated.

The facility provides a safe and non-discriminatory environment where youth can learn and grow. Employees of all facilities shall not prohibit or discourage communication or interaction between youth of the same sex that is not also prohibited or discouraged between youth of different sexes.

Facility employees are to include non-discriminatory books, magazines, movies, and other materials. All youth shall be made aware of these materials and shall have access to them when requested. Where possible, employees shall display materials, such as ‘safe zone’ or ‘hate-free zone’ posters that convey to youth that the facility maintains an LGBTQI – friendly environment. Juvenile Institutions shall ensure that employees are made aware of local LGBTQI resources and reach out to the LGBTQI community to find organizations the facility can contract with to provide supportive services to LGBTQI youths.

All facilities shall provide LGBTQI youth with access to educational, rehabilitative, recreational, and other programming on the same bases as other youth. Youth shall not be denied qualification for or access to programming based on sexual orientation or gender.

5.4.5.2 INTAKE

Staff should be aware that LGBTQI youth are in various stages of awareness and comfort with their sexual orientation and gender identity. Youth intake interviewers shall sensitively inquire about fears the youth may have of being harassed in the facility, but intake workers should not directly ask youth if they are LGBTQI. Some youth will disclose that they are LGBTQI. If a youth discloses their sexual orientation or gender identity, the intake officer should talk with the youth about it in an open and non-judgmental fashion and determine if the youth has particular concern or needs related to being LGBTQI. All staff will receive training of the Prison Rape Elimination Act (PREA) within 90 days in accordance in accordance with the Department’s PREA Policy.

5.4.5.3 YOUTH PLACEMENT

Placement decisions for LGBTQI youth shall occur as soon as possible after intake so the youth is not at risk while awaiting a decision regarding placement. All classification and placement decision for confined youth shall be individualized, based on good juvenile correctional practices, and shall prioritize the youth's physical and emotional wellbeing.

Youth shall not be prohibited from having a roommate based on a youth's actual or perceived sexual orientation. If a youth is fearful of rooming with a particular youth, they will be provided a different roommate or a single room, if available. This assignment will be made in accordance with classification procedures (see Manual [Section 5.2](#), Classification and Segregation), facility safety and security needs and the physical plant lay out.

LGBTQI youth shall not be placed in isolation or segregation as a means of keeping them safe from discrimination, harassment, or abuse. Transgender youth shall not automatically be housed according to their birth sex. Facility staff shall make housing decisions for transgender youth based on the youth's individualized needs and should prioritize the youth's emotional and physical safety taking into account the youth's perception of where they will be most secure, as well as any recommendations from the youth's health care provider.

Generally, it is most appropriate to house transgender youth based on their gender identity. If necessary to ensure their privacy and safety, transgender youth shall be provided a single room, if available.

5.4.5.4 NAMES AND LANGUAGE

Employees, volunteers, and contractors, when working with youth at all facilities shall use respectful language and terminology that does not further stereotypes about LGBTQI people.

Employees, volunteers, and contractors in the facility, in the course of their work, shall not refer to youth by using derogatory language in a manner that conveys bias towards or hatred of LGBTQI people. In particular, employees shall not imply to or tell LGBTQI youth that they are abnormal, deviant, or sinful, or that they can or should change their sexual orientation or gender identity.

Transgender youth shall be referred to by their preferred name and the pronoun that reflects the youth's gender identity, even if their name has not been legally changed. All written documentation about a transgender youth shall utilize the youth's preferred name as well noting the youth's legal name recognized by the court.

5.4.5.5 CLOTHING AND GENDER PRESENTATION

Youth shall be allowed to dress and present themselves in a manner consistent with their gender identity. Facility employees shall provide youth with institutional clothing, including undergarments, appropriate for the youth's gender identity and gender presentation.

Grooming rules and restrictions, including rules regarding hair, make-up, shaving, etc., shall be the same in male and female units. Transgender girls shall not be required to have a male haircut, or to wear masculine clothing. Transgender boys shall not be required to maintain a female hairstyle, to wear make-up, or to wear feminine clothing.

5.4.5.6 BATHROOMS AND SHOWERS

Consistent with the facility's reasonable and necessary security policies, employees shall provide transgender youth with safety and privacy when using the shower and bathroom and when dressing and undressing. Transgender youth shall not be required to shower or undress in front of other youths and shall be permitted to use single occupancy bathroom and showers, if available. Such accommodation shall be provided in a sensitive manner.

5.4.5.7 MEDICAL AND MENTAL HEALTHCARE

The Facility shall provide transgender youth with access to medical and mental health care providers who are knowledgeable about the health care needs of transgender youth, if the youth request assessment or treatment. All facilities will provide all recommended transition-related treatments in accordance with the medical and mental health assessments performed by the youth to receive such treatments, if necessary.

If prior to arriving at the facility a transgender youth has been receiving transgender-related medical care, such as hormone therapy or supportive counseling, facility medical staff shall consult with the youth's medical providers and shall continue to provide the youth with all transition related treatments that are medically necessary according to the youth's provider and accepted professional standards. Hormone therapy shall continue at current levels pending this consultation.

Facility health care providers shall facilitate exploration of gender or sexuality issues with LGBTQI youth in the same manner as with other youth: by being open and non-judgmental.

In accordance with accepted health care practices which recognize that attempting to change a person's sexual orientation or gender identity is harmful, all facilities shall not employ or contract with mental health providers who knowingly attempt to change a youth's sexual orientation or gender identity.

5.4.5.8 SEARCH ISSUES

LGBTQI youth shall not be physically searched in a manner that is humiliating or degrading or for the purpose of determining the youth's physical anatomy.

Transgender youth may request that either a male or female staff member conduct a strip search, if such search is required. Employees shall accommodate this request when possible and consistent with maintaining the security of the facility. (See Section 5.13.4.1)

5.4.5.9 CONFIDENTIALITY AND DISCLOSURE

Employees shall not disclose a youth's sexual orientation or gender identity to other youth at the facility or to outside parties, individuals, or agencies, such as health care or social service providers or a youth's family and friends, without the youth's permission, unless such disclosure is necessary to comply with state or federal law.

Any disclosure of confidential information related to a youth's LGBTQI identity shall be limited to information necessary to achieve the specific beneficial purpose.

This confidentiality restriction does not prevent individuals working at the facility from discussing a youth's needs or services with other staff members of when resolving a grievance.

5.4.5.10 PROCEDURES

A. Training of Employees, volunteers, & Contractors: In order for employees, volunteers, and contractors to have the awareness and capacity to effectively work with LGBTQI youth in this facility, all facility administrators, employees, volunteers, and contractors are required to attend training on working with LGBTQI youth. This training should teach participants; 1) the goals and requirements of the facilities Nondiscrimination Policy and Practice Guidelines Regarding LGBTQI Youth; 2) how to work with LGBTQI youth in a respectful and nondiscriminatory manner; and 3) how to recognize, prevent, and respond to harassment against LGBTQI youth.

All employees and administrators shall receive training about LGBTQI youth during their orientation and as part of their continuing education requirements. These trainings shall be taught by a qualified trainer with expertise in working with LGBTQI youth.

- B. Policy Dissemination to Youth:** At the time of intake, employees shall verbally inform all youth about the facility's policy, including the youth's rights and responsibilities under this policy and the procedures for reporting violations. Each youth shall receive a copy of the Sexual Assault, Harassment, and Abuse Pamphlet and Rule Book of the facility.
- C. Responsibilities of Employees and Contractors to Respond to and Report Harassment:** Staff shall promptly and appropriately intervene when a youth physically, verbally, or sexually abuses or harasses another youth based on the youth's actual or perceived sexual orientation or gender identity.

All staff and contractors shall be required to report all incidents in violation of this policy in accordance with facility operating procedures. Failure to report an incident may result in disciplinary or other consequences. (Also see Prison Rape Elimination Act (PREA) Standards.)

Staff have an obligation to report conduct by other employees and contractors that may be in violation of this policy to the other individual's supervisor and the facility administration.

- D. Reporting Procedures for Youth:** Youth shall be able to report violations of this policy following established facility grievance procedures. Grievance procedures shall be handled in accordance with facility Policy and Procedures Section 7.4 and the Prison Rape Elimination Act (PREA) policy (See Admin Policy 800).
- E. Enforcement:** Supervisory and management staff shall treat all reports of violations of this policy seriously. The facility administration shall promptly and effectively respond to grievances filed by youth and shall take swift action according to established procedures when employees or contractors report violation.

San Diego County Probation Department Institutional Services Policies	<u>SUBJECT:</u> Housing, Youth Orientation and Security
	<u>SECTION:</u> 5.5
	<u>AUTHORITY:</u> Articles 5, Sections 1350-1362; Title 15

5.5 Housing, Youth Orientation and Security

5.5.1 OVERVIEW

This section sets forth the general guidelines for the daily operations of a housing unit/cottage. These policies are intended to be generic and are not specific to any particular unit/cottage. Supervisors shall be responsible for creating unit/cottage-specific POST Orders that take into account the physical/security/classification differences of the various housing units/cottages.

5.5.2 Youth Orientation to Unit/Cottage Rules

5.5.2.1 OVERVIEW

The unit/cottage intake and orientation procedures shall include verbal instruction by staff and youth reading of the Rulebook. The Rulebook shall be written in a style equal to the average reading level and abilities for youth assigned to that unit/cottage. The rulebook shall also provide a comprehensive listing of youth rights, unit/cottage rules, and behavioral expectations. Staff shall determine if a youth is unable to read the rulebook and if so, shall read the rulebook to the youth and thoroughly review the contents verbally so the youth will be informed. The Rulebook shall not be altered /revised without the approval of the Deputy Chief or their designee.

5.5.2.2 ORIENTATION

Officers in housing units/cottages are responsible for orienting and advising all newly admitted youth of the facility and unit/cottage rules and regulations before making a room assignment. Both written and verbal information shall be provided. Provision shall be made to provide accessible orientation information to all detained youth, including those with disabilities or limited English proficiency. Every reasonable effort shall be made to provide information to youth who are impaired, illiterate or do not speak English.

5.5.2.3 ORIENTATION TOPICS

Specific orientation topics include (but are not limited to) the following:

- a) facility rules and disciplinary procedures;
- b) grievance procedures;
- c) access to legal, health care, counseling, religious and education services;
- d) information on the court process;
- e) housing assignments;
- f) availability of personal care items and opportunity for personal hygiene;
- g) correspondence, visiting and telephone use;
- h) availability of reading materials, programs, and activities;
- i) use of restraints, use of force and chemical agents;

- j) emergency and evacuation procedures;
- k) Educational Programs and School Attendance, and,
- l) Non-discrimination policy.

5.5.2.4 SIGN-OFF

When the youth has read or understands the contents of the Rulebook, officers shall have the youth sign the unit rules acknowledgement form indicating they have been informed and understand the rules/ disciplinary procedures, their rights, and the behavioral expectations.

5.5.3 **Housing Unit/Cottage Security Practices**

5.5.3.1 OBJECTIVE

A fundamental objective for this facility is to establish and maintain a safe environment for both youth and staff. A key factor in attaining this goal is the development and implementation of sound security practices for each housing unit/cottage.

5.5.3.2 SECURITY

This section focuses on the daily routines and procedures that promote and ensure security within the individual units/ cottages. Specifically addressed are unit/cottage security practices associated with assuming responsibility for a unit/ cottage, maintaining the physical security of a unit/cottage, and keeping a unit/cottage relatively free of dangerous/unauthorized contraband.

5.5.3.3 UNIT/COTTAGE RULES AND POST ORDERS

Unit/cottage rules and post orders vary from one unit/cottage to another due to the level of security associated with the unit/cottage and the sophistication, age and physical size of the youth housed in each unit/cottage. Consequently, reviewing the unit rulebook and the post orders is a good security practice, particularly when officers are assigned to an unfamiliar unit/cottage. Although the rules may vary slightly for the youth, the standards and expectations for staff as set forth in the Institutional Services (IS) manual are applicable equally in all facilities, units and cottages.

5.5.3.4 SHIFT CHANGE

Relieving the shift involves a variety of considerations and tasks in order to affect the smooth transfer of responsibilities. The following list is representative (but, not all-inclusive) of concerns that effect smooth transitions between shifts:

- **Punctuality:** Officers shall report to their assigned areas by the beginning of their shift.
- **Equipment Check:** Each staff member on duty shall check their duty equipment to make sure all equipment (e.g. keys, handcuffs, OC spray, protective gloves, etc.) is accounted for and in good working order.
- **Radio Check:** Each officer coming on duty shall test their radio to ensure proper working condition. Use a freshly charged battery at the start of each shift whenever available.
- **Personal Items:** Each staff member shall leave personal items locked in their vehicle or in an appropriate locker/storage area, if those items constitute a security hazard in the facility. Items that could constitute a security hazard include knives (even small “pen knives”) matches, lighters, nail clippers, personal keys and similar items.
- **Initial Count:** All officers should conduct a count before starting the shift. The body count (see Manual [Section 5.6](#) for information on counts) should equal the same number as reflected in the unit/cottage population log (see Manual Section 4.5 for more information on unit/cottage logs). Each unit/cottage officer shall account

independently for the location of all youth assigned to the unit/cottage before accepting the shift. Until an accurate count is established, responsibility may not be transferred to an oncoming shift or personnel. Note: Also see information in [Section 5.5.2](#) regarding Shift Change Duties and reconciliation of unit/cottage count.

- **Room/Bunk Assignments:** The room/bunk assignment lists all youth by room or bunk. Reviewing this information provides officers with a quick reference for any youth's bunk location.
- **Review Daily Message Log:** The message log contains information regarding general and specific problems that exist in the unit/cottage.
- **Staff Information Exchange:** Staff members shall verbally exchange significant information about unit/cottage activities, security issues, needs and problems of individual youth, maintenance requirements and similar information. This is in addition to any information in the Daily Message Log.

5.5.3.5 OFF-DUTY OFFICERS

Staff members who need to come in a San Diego County Juvenile Institution while off duty shall immediately report to the Watch Commander and state their purpose for being at the facility. Even when their presence is authorized, off duty staff shall not interact with youth, or be in areas occupied by youth.

5.5.3.6 WORKSITE ORIENTATION

When assuming responsibility for a unit/cottage, all members of a shift team are expected to adequately orient themselves. Proper orientation requires each member of the shift team to become familiar with the level of security, the classification of youth, and the physical layout of their assigned unit/cottage. By gathering as much information as possible prior to assuming responsibility, the shift team becomes better prepared to offer the security necessary to keep the unit/cottage operating safely and efficiently.

5.5.3.7 PHYSICAL LAYOUT OF THE UNIT/COTTAGE

Staffing needs require all officers to be flexible and able to work any unit/cottage in the facility. As a result, officers are periodically assigned to units/cottages they are unfamiliar with or have worked only on occasion. When this occurs, or when a newly hired officer is first assigned to a unit/cottage, officers are required at the beginning of their shift to obtain a briefing of the unit/cottage and to become acquainted with the physical layout of their unit/cottage. This knowledge is vital in providing the necessary and proper level of security for both youth and fellow officers.

5.5.3.8 LOCATION OF EMERGENCY EQUIPMENT

Upon assuming shift responsibilities, officers shall learn the location of emergency equipment and exits. Officers shall note the location of items such as fire extinguisher, alarms, medical equipment and panic alarms. Officers shall verify the location of Suicide Scissors and Hook Scissors. Officers shall also familiarize themselves with the emergency exits and unit/cottage plans for evacuation in case of fire or other situations requiring evacuation of the building. Additionally, all staff shall have a working knowledge of the unit/cottage control desk, including the control panel and intercom system before beginning the shift activities.

5.5.4 **Physical Security of the Unit/Cottage**

5.5.4.1 OVERVIEW

Unit/cottage inspections coupled with specific area searches are critical security measures in juvenile facilities.

The following are general security procedures that shall be adhered to by staff when conducting unit inspections and searches.

5.5.4.2 INSPECTIONS ARE ONGOING

Unit/cottage inspections are an ongoing activity performed by all Facility officers. Typically, such inspections are made when assuming a shift, but good security practices mandate that officers continuously inspect and evaluate the overall physical security of their unit/cottage throughout a shift.

5.5.4.3 INSPECTION CHECKLIST FOR EACH SHIFT

Upon assuming control of a unit/cottage, the oncoming Shift Leader shall designate a staff member to complete the following security checks.

1. **Windows:** Windows in the unit/cottage shall be inspected each shift to ensure they have not been tampered with, dislodged or broken.
2. **Mopcat Area:** All items used for unit cleaning procedures shall be inventoried at the beginning of each shift. The number of mops, squeegees, brooms, foxtails and other cleaning items shall be counted and documented on the inventory list kept in the mopcat area. It is imperative that this list is kept up to date and all items accounted for at the beginning and end of each shift. The Shift Leader is responsible for making sure that the security check list is inventoried and initialed.
3. **Laundry Storage Area:** This room should be kept neat and uncluttered at all times. There are many hiding places for contraband and care must be taken to ensure safety and security practices are upheld.
4. **Bathroom and Showers:** The youth bathroom/shower area must be inspected at the start of each shift. Officers must make sure that sink-rods are in place (for those bathrooms that have them) and that nothing is hidden inside the bathroom (i.e., notes, weapons, etc.) that might be retrieved by a youth later. Completion of this inspection shall be logged into the appropriate unit/cottage log.
5. **Staff Desk:** Drawers and cabinets around the staff desk shall be closed at all times, except when officers are actively using the items stored in those areas. High security items such as scissors, nail clippers, suicide knives, chemical cleaning supplies and similar items shall be maintained in a locked cabinet/closet whenever possible. Each staff must verify location of Suicide Scissors and Hook Scissors upon reporting for their shift and the Shift Leader documents it in the message log that they were accounted for.

5.5.4.4 MISSING INVENTORY

If an item in the mopcat or kitchen inventory is thrown out or borrowed by another unit/cottage, note shall be made in the message log, so staff will be aware of the change in the inventory. If an item is found to be missing, the Shift Leader shall be notified immediately and a complete unit/cottage search initiated. The Watch Commander shall be notified when such a search is initiated and the results of the search.

5.5.5 **Perimeter Checks**

5.5.5.1 POLICY

Upon assuming control of a unit/cottage, the oncoming Shift Leader shall ensure that a perimeter housing unit/cottage security check is completed and documented. The focus of these inspections is to examine the external security of the housing units/cottage. Perimeter checks consist of having a designated staff member examine the external structure of a living unit/cottage and inspect the condition of the building and fences as it relates to security.

5.5.5.2 PROCEDURES

Specifically, a staff member conducting a perimeter check shall examine the outside windows and window frames of each living area, ensuring it is structurally intact and has not been tampered with. The primary purpose of this inspection is to ensure external security, thereby deterring youth from escape attempts. Perimeter checks further allow staff to discover contraband, which may be hidden outdoors or in window frames. After verifying security of building exterior, staff shall examine any adjoining classroom doors and recreation area fencing and gates, ensuring they are locked and structurally intact. Upon completing any perimeter check, staff shall note the occurrence in the unit/cottage Safety Check sheet. Note any security problems in message log and notify the Watch Commander for further instructions.

5.5.5.3 PERIMETER FENCE CHECK

At least once per shift, an officer from each shift shall inspect the perimeter fences to ensure they are intact, and there are no dangerous and/or unauthorized items, (i.e., rocks, tools, loose wires, gaps in anti-climb wire, etc.) on the field or lodged in the fence. Discrepancies should be noted in the pass down log and reported to the Supervisor and/or the Watch Commander. Maintenance requests should be submitted if necessary.

5.5.5.4 LOG COMPLETION OF CHECK

Upon completion of the perimeter check, the person completing the check shall fill in the 'Perimeter Check' portion of the "Daily Shift Report" to document completion.

5.5.6 Housing Unit/Cottage Area Searches

5.5.6.1 PURPOSE

To complement the above referenced daily security practices, periodic inspection of specific areas of the unit/cottage shall be undertaken to ensure the unit/cottage is free of contraband and dangerous weapons. Area searches shall target all youth rooms/bunks, the dayroom, utility room/mopcat area, clothing room, bathroom, kitchen and any other areas frequented by youth. When conducting these searches, all youth shall be restricted from the area until the search has been completed.

5.5.6.2 PROCEDURES

Search procedures may be tailored for specific units/cottages, but at a minimum shall include the following:

- a) **Dayroom:** The dayroom shall be searched any time staff has reasonable cause to suspect the presence of contraband in the unit/cottage. Search procedures shall include inspecting furniture, windows, window ledges, and any other area that could conceal drugs, weapons and unauthorized contraband. While officers are conducting this search, the dayroom shall remain off limits to all youth until the search procedures are concluded.
- b) **Bathroom and Showers:** The bathroom is an area used frequently by all youth and it poses a significant security problem. Within the confines of the youth bathroom, there are several items that could be utilized as a weapon, as well as many areas for the concealment of contraband. Security practices associated with this area include a thorough inspection of the shower stalls, toilets, sinks, drains and benches for hidden contraband. Metal toilet and/or sink fixtures and handles that can be easily converted into weapons should be inspected regularly to ensure that parts are not loose or missing. The windows in the bathroom offer avenues of escape and shall be inspected daily for loose or missing panes.
- c) **Laundry/Linen Area:** Like the youth bathroom, the unit or facility linen area is frequented by youth, and it

offers numerous areas where contraband could be concealed. When conducting a security check of this area, officers are encouraged to visually inspect all clothing items, bins and laundry baskets for unauthorized materials. Maintaining security in this area requires staff to monitor and limit the accumulation of extra gear and clothing. With the accumulation of stock in this room, the easier it becomes to conceal weapons and contraband. Traffic in this area also imposes a security problem and should be kept to a minimum. As a rule, only those youth specifically authorized by staff shall be allowed in the linen area, and when the room is not being utilized, the door shall remain locked. Enforcement of this rule will help in maintaining the linen area as an area free from the concealment of contraband and weapons.

- d) **Mopcat or Utility Room/Area:** This area poses several security risks for staff and youth, due to the nature of items stored there. The brooms, mops, buckets, squeegees, etc. all represent ready-made weapons. To maintain security in this area, staff should supervise the use of the materials obtained from the area, and ensure that all items, which are checked out by a youth, are properly returned after use. Like the linen closet/laundry room, traffic in this area should be kept to a minimum, and when not in use, the door shall be secured.
- e) **Shelves and Bookcases:** All shelf space shall be visually inspected by staff on a routine basis and kept free of extra or unneeded gear and unauthorized materials. Cleaning liquids/solvents, although often utilized in this area, should not be stored or left in an area easily accessible by youth. After use, officers are required to return all cleaning liquids/solvents to a designated area, for safe and secure storage.

5.5.7 Room/Bunk Areas Search

5.5.7.1 PURPOSE

A critical security measure for the control of contraband and weapons in a unit/cottage is to conduct physical searches of all youth rooms/bunk areas. Room/bunk area searches consist of physically stripping a youth's bedding and visually inspecting the mattress, pillow, bed frame, desk, windows, vent ducts, toilet units, night lights and personal contents in each sleeping room.

5.5.7.2 POLICY

Room/Bunk area searches shall be conducted to ensure the safety and security of the public, visitors, youth, and staff. Searches shall, to the extent possible, be conducted in manner that preserves the privacy and dignity of the person being searched and shall not be conducted for harassment or as a form of discipline or punishment.

An officer shall conduct a search of a youth's room/bunk area under the following circumstances:

1. Whenever there is reason to believe that a youth may have contraband in their room/bunk area.
2. On a random basis throughout the youth's stay.
3. When a youth is released from the facility or transferred to another housing unit/cottage.
4. At any time when the safety or security of the facility indicates a need for a search.

5.5.7.3 RANDOM ROOMS SEARCHES

To be effective, room/bunk searches should be unannounced and performed in each room/bunk a minimum of one (1) time per week.

5.5.7.4 PROCEDURES

The following policies shall be followed during a room search:

- a) **Wear Gloves:** Whenever officers' conduct a search of a youth, their room/bunk area, or personal items, the

- wearing of gloves is mandatory.
- b) **Search All Items:** When searching a youth's room/bunk area, officers shall physically search each item of bedding, including the sheets, blankets, pillowcases, pillow, mattress and locker. When checking a youth's mattress and pillow, visually inspect the items for rips and tears that present places to hide weapons, pencils and other such contraband. Bed frames should be visually inspected for missing or broken metal. The window frame and windowpane shall be checked to ensure they are structurally intact and have not been tampered with. When inspecting the desk area, staff should check under the desk for contraband.
 - c) **Bedding:** After searching the bedding, it must be returned to the top of the mattress of the appropriate bed. The mattress and bedding shall not be pulled from a bed and placed on the floor or mixed with a roommate/bunkmate's bedding.
 - d) **Search All Personal Items:** When conducting a search of a youth's room/bunk area, a comprehensive inspection of a youth's personal items should be done. All clothing items, as well as books and letters shall be physically inspected for contraband. Letters, school folders or other personals shall be returned to the place where they were prior to the search. The window frame and windowpane shall be checked to ensure they are structurally intact and have not been tampered with. When inspecting the desk area, staff should check under the desk for contraband. Inspect all areas of the toilet unit for contraband. While conducting this search, officers are to act in a professional manner and shall not place these items on the floor or mix one youth's personal items with another.
 - e) **Discovery of Weapons or Contraband:** If a weapon (legal or illegal) or contraband is found, then written authorization from a Supervisor is to be obtained to conduct strip searches of the youth who occupy the housing area where the weapon or contraband was found and documentation made as required by Penal Code Section 4030.

5.5.7.5 QUICK REFERENCE SEARCH GUIDE

The following is a quick reference guide as to the areas that shall be searched during a room inspection.

- a) **Room/Area Light:** Search the area between the fixture and the ceiling and behind the cover shield if it is loose.
- b) **Wall Plates:** Look for loose screws to indicate if a wall plate might have been removed.
- c) **Doors:** Search above door in metal groove, around windowpane, inside lock receptacle, and the door handle (if any).
- d) **Walls:** Search cracks and open spaces in mortar joints.
- e) **Desk Tops:** Books, magazines, letters, school papers, etc., on desk should be examined.
- f) **Desks:** Search cracks between desk and wall, under desk top, under and on desk supports, under desk stool.
- g) **Toilet/Sinks:** Check pipe closet; where pipes go through the wall, access plates in metal toilet sides, under rims of toilet and sink bowls.
- h) **Locker Tops:** Books, magazines, letters, school papers, etc., on or in lockers should be examined.
- i) **Lockers:** Search cracks between locker and wall, under locker top, under and on locker doors, joints, and locker base.
- j) **Bed and Frame:** Look under metal bed supports, check to see if all bed bars are present. Check to make sure all bolts and hardware are intact.
- k) **Linens:** Shake out blankets, pillowcases and all linen items.
- l) **Mattresses and Pillows:** Check for holes in seams and coverings of pillows and mattresses, look for torn fabric and feel for foreign objects inside coverings.
- m) **Vents:** Vent and screen covering must be searched to ensure youth are not hiding contraband in the small holes of the screen (e.g. pens and pencils).

5.5.7.6 ROOM/BUNK SEARCH DOCUMENTATION

After each room search, all unusual findings shall be reported to the Shift Leader and documented on the Weekly Room Search Log. This log sheet shall be turned in to the Supervisor for review.

5.5.7.7 CONTRABAND DISCOVERY

If any contraband is located during the search (e.g. markers, extra gear, etc.) the officer locating the contraband shall take appropriate disciplinary actions to hold all youth accountable for any contraband found either on their person or in their rooms. See Manual Section 7.5 for Disciplinary Options and Sanctions. The contraband shall be retained throughout the disciplinary process.

5.5.7.8 SIGNIFICANT CONTRABAND DISCOVERY

If any significant contraband is located, such as drugs or weapons, the Shift Leader, Watch Commander and facility Division Chief shall be notified immediately. The contraband shall be retained as evidence pursuant to procedures outlined in Manual [Section 5.5.6](#).

5.5.8 Unit/Cottage Shakedown

5.5.8.1 PURPOSE

As part of the overall unit/cottage security plan, unannounced unit/cottage shakedowns shall be conducted on a random basis at least one (1) time per month. However, officers are authorized and encouraged to conduct unit/cottage shakedowns as often as deemed necessary, or whenever they have reasonable cause to suspect the existence of weapons or contraband.

5.5.8.2 SHAKE DOWN ALL AREAS

A unit/cottage shakedown consists of a search of all youth in the unit/cottage individually, their rooms, bunk areas and all areas youth have access to, for the purpose of discovering unauthorized contraband. This policy entails the following.

1. Start with all youth in their rooms/bunks.
2. Search the youth bathroom to ensure it is free from contraband.
3. In a systematic manner, one room at a time, thoroughly search each youth. If a weapon or contraband is located as the result of the search, a strip search may be necessary.
4. A minimum of one officer should be assigned to simply watch the youth and the search procedure, to prevent the attempted "ditching" of contraband.
5. After the youth have been searched, have them sit in an area where they cannot observe the search process, and where they are to be supervised by another officer. When the room search is complete, have the youth go back in their rooms/bunks without allowing them to have contact with any other youth. This will prevent passing contraband during the search process.
6. Continue the systematic search until all youth and youth rooms/bunks have been searched. Continue the rest of the unit/cottage search with all youth in their rooms/bunks.
7. Search all common areas in the unit/cottage, including file cabinets, bookshelves, etc. (See Manual, [Section 5.5.5](#) for Housing Unit/cottage Area Search Procedures). If a weapon or contraband is found in a common area in the unit/cottage, strip search authorization should be sought, in accordance with policy, to conduct strip searches of all youth who had access to the common area of the unit/cottage where the weapon or contraband was found. Documentation shall be prepared of all strip searches conducted, as required by Penal Code section 4030.
8. After all areas of the unit/cottage have been searched, advise the facility's Main Control or the Watch Commander that the shakedown is complete and advise them of any significant contraband found.
9. Hold all youth accountable for any contraband found either on their person or in their rooms. See Manual Section 7.5 for Disciplinary Options and Sanctions.

5.5.9 Late Night Shift Security Practices

5.5.9.1 INTRODUCTION

The primary responsibility for late night shift officers is the security and welfare of the youth and the facility. Because there are fewer numbers of officers on duty (see Section 2.2 staffing ratios), there will be fewer officers available to respond in case of emergencies.

5.5.9.2 CRITICAL PERIOD

The critical period prior to midnight is when most problems such as suicide attempts, or sexual assaults are likely to occur. To achieve maximum alertness during this period, officers are not permitted to watch television or listen to the radio before midnight. Safety Checks shall be made at least every fifteen (15) minutes and they should be sufficiently varied so as not to establish a set routine or pattern. (See Manual [Section 5.6](#) below for more information on Safety Checks).

5.5.9.3 REMAIN ALERT

Alertness is essential for the late night shift, particularly during the critical period prior to midnight. Sleeping on the job is never tolerated and officers who do so are subject to disciplinary action or termination of employment. In addition to the above, all late night staff shall adhere to the following practices in order to afford the facility the best possible security during late nights. Prior to taking their regular breaks, all officers must arrange for coverage in the unit/cottage.

5.5.9.4 EMERGENCY PROCEDURES

Emergency procedures are addressed in detail in Manual Section 13. Late night staff are required to be thoroughly familiar with these procedures. If questions arise regarding emergency procedures, they shall be directed to the late night Watch Commander.

5.5.9.5 YOUTH OUT OF ROOMS/LEAVING BUNKS ON LATE NIGHT SHIFT

Each facility has specific procedures for youth coming out of their rooms or leaving their bunks at night (usually to go to the bathroom).

5.5.9.6 LATE NIGHT SECURITY CONCERNS

Certain precautions must be taken to ensure effective security and the safety of the youth and officers at night. These precautions include but are not limited to the following safety measures:

- **Night Lights:** Check night lights have not been covered. If an inoperable night light prohibits staff from assuring a youth's presence and safety, contact the Watch Commander and obtain assistance to move the youth in an area with a working light. If no rooms are available, turn on the day light so the Safety Checks can be accomplished
- **Maintenance Request:** Submit maintenance requests for burned out lights and any other security-related equipment.
- **Listen for Unusual Noises:** Be alert to any unusual noises and sounds; they may indicate a security problem. Don't engage in any activity during the youth's sleeping hours which may compromise this awareness including listening to TV/radio at a volume that makes it impossible to hear ambient noise. Staff shall not use

personal electronic devices that will hinder their awareness.

- **Do Not Move Equipment:** Staff may move equipment (TV, radio, video, DVD etc.) after receiving authorization from the Watch Commander.
- **Notify Adjoining Units/cottages:** Always notify the neighboring unit/cottage and the facility's Main Control unit whenever you suspect a problem, prior to checking on the problem.
- **Learn Unit/Cottage Areas:** Learn the areas in the unit/cottage you are working that can enhance or detract from security awareness. For example, in the interior units/cottages, there are several areas where you can stand which will enhance your ability to hear someone tampering with the windows. Also, keeping the day room and restroom lights on in these units/cottages can prevent the windows of these rooms from becoming mirrors which can be used by youth in some of the rooms to see what you are doing.
- **Positioning:** Situate or station yourself so you can observe and be observed by your co-workers.
- **Radio and TV:** Late night officers shall not watch television, read personal materials or listen to the radio for any reason prior to midnight. Staff shall complete all of their assigned duties (i.e., JPCF audits, filing, form preparation, etc.) prior to watching TV or listening to the radio. Radio and TV use shall not interfere with the 15-minute safety/hall checks on youth in their rooms
- **Intruder:** Be alert to the possibility of intruders on the grounds who might attempt to break someone out or provide someone with implements to break out. If you suspect an intruder on the grounds:
 - Do not under any circumstances, go outside to check or confront the intruder.
 - Immediately notify the Watch Commander of the situation.

5.5.9.7 LATE NIGHT ADMINISTRATIVE DUTIES

Late night staff shall be responsible for performing the following administrative duties during their shift.

- Compile the next shift's school attendance and grade lists.
- Compute the unit/cottage and school grade totals for the day, as well as other required paperwork.
- Conduct area searches of common areas (i.e., bookcases, kitchen, mopcat room, etc.).
- Identify youth attending court the following shift.
- Identify unit/cottage cleanliness issues and pass them on to the next shift.
- Identify physical security issues and equipment malfunctions.
- Complete work orders for Maintenance and log the problems in the Message Log.
- Conduct Late Night JPCF Audit as directed by the Supervisor.
- Document youth programming in PCMS (i.e., Thinking for a Change)
- Inventory First Aid box and note in Message Log necessary items
- Read/Initial Message Log
- Complete any other assignment as directed.

5.5.10 Five-Minute Safety Checks

5.5.10.1 INTRODUCTION

On some occasions, and as outlined below, it will be necessary for officers to conduct Safety Checks at five-minute intervals instead of the fifteen-minute intervals as outlined above. The Safety Checks shall be conducted the same way as normal checks, but shall be no more than five minutes apart.

5.5.10.2 O.C. AFTERCARE

After decontamination of a youth using the procedures outlined in Manual [Section 5.6.4](#), five-minute Safety Checks shall be completed by officers for a minimum of one (1) hour following the youth's decontamination from an OC spray incident. When conducting OC aftercare Safety Checks, unit officers shall:

1. Initiate a separate Daily Shift Report sheet to record the Safety Checks.
2. See that the youth is sitting up and that they respond to verbal direction.
3. Be alert to any breathing difficulties, heat irregularities, excessive skin irritation, or any other indications that medical treatment might be necessary.
4. Notify the Watch Commander and/or medical staff if medical treatment or response is deemed necessary by the observing staff member.
5. OC aftercare five (5) minutes checks shall terminate after one hour at the direction of the Watch Commander and if no medical contraindications are present, or may be extended at the direction of the Watch Commander.

5.5.10.3 CLOSE OBSERVATION SAFETY CHECKS

Five-minute Safety Checks shall be completed by officers following placement of a youth on Close Observation status. When conducting Close Observation Safety Checks, unit officers shall:

1. Initiate a separate Daily Shift Report sheet to record the Safety Checks.
2. Ensure that all procedures for protecting youth on suicide watch (see Manual Section 8.11.2) are followed and that the youth can respond to verbal direction and is not engaging in actions of self-harm.
3. Notify the Watch Commander and/or medical staff, as required, if medical treatment or response is deemed necessary by the observing officer.
4. Five-minute Close Observation checks shall terminate at the direction of the Watch Commander and if no medical contraindications are present and may be extended at the direction of the Watch Commander.

San Diego County Probation Department Institutional Services Policies	<u>SUBJECT:</u> Counts and Safety Checks <u>SECTION:</u> 5.6 <u>AUTHORITY:</u> Article 5, Sections 1350-1362, Title 15
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5.6 Counts and Safety Checks

5.6.1 INTRODUCTION

A basic policy of Institutional Services (IS) is to ensure the safety, physical well-being, and security of youth under our care and to comply with of Title 15. In order to accomplish this, it is essential to maintain an accurate count of all youth in the facility. This section covers the taking and maintaining of accurate counts and various security practices.

5.6.2 KEEPER OF RECORDS

It shall be the responsibility of the Facility Probation Operations Support Manager/Administrative Supervisor (or designee) to ensure the maintenance of accurate on-site count records and count logs, and to maintain historical records for Board of State and Community Corrections (BSCC) inspections.

5.6.3 DIVISION CHIEF RESPONSIBILITY

The Facility Division Chief shall be responsible for the custody, maintenance and accuracy of all official facility counts and records.

5.6.4 YOUTH COUNTS

Counts are required as a security measure to verify the presence and whereabouts of youth accurately. Counts and Safety Welfare Checks further enable a secondary check of unit rooms, facility buildings, rooms offsite (e.g., court holding rooms), and grounds for potential safety and security problems. Officers shall always be alert, attentive, and observant when conducting a Safety Welfare Check or a youth count in their respective unit.

5.6.5 Official Count

5.6.5.1 OFFICIAL COUNT

The official count of all youth in the facility shall be kept and maintained by the Booking Office, or the facility's Central control area. Each individual housing cottage/unit shall maintain an accurate count of the individual cottage/unit population.

5.6.5.2 OFFICIAL RECORD

The official Facility count records shall be those maintained by the Booking Office/Administrative Clerks. The Booking Office/Administrative Clerks shall produce a daily count record of all facility youth, categorized by cottage/unit, sex and sentencing disposition. These statistics are subsequently transferred to monthly reports that are submitted to the Board of State and Community Corrections (BSCC) as required by state law.

5.6.5.3 PERIODIC COUNTS

In addition to the required verifications with the facility's Central control mentioned above, unscheduled/random periodic counts are encouraged, especially during peak periods of activity, when the count records tend to fluctuate. The Watch Commander may direct the facility's Central control and Booking to verify/reconcile their counts at any time. The Administrative Office/facility's Central control shall call each cottage/unit twice per shift to verify the count. Additionally, the Watch Commander will conduct a count at the start of their shift. The Watch Commander shall verify that hourly counts and 15-minute Safety Checks are being conducted and accurately logged while conducting rounds.

5.6.5.4 RUNNING COUNT

The Booking Office and the facility's Central control are required to maintain a running count of all youth in the facility. At any given time, the running count shall accurately reflect the facility population by sex and cottage/unit assignment. As releases, entries and inter-cottage/unit transfers occur; the running count shall be adjusted accordingly.

5.6.6 Housing Cottage/unit Count Duties

5.6.6.1 OVERVIEW

Each unit is to maintain an accurate count of all youth assigned in their respective unit. This count shall be up to date and accurate at all times, and all unit officers must be aware of the correct count. In complying with this requirement, each unit shall maintain several references (i.e., records and logs) from which an accurate unit population can be derived.

5.6.6.2 MOVEMENT/COUNT LOG

Each unit shall be required to establish and maintain a daily unit Movement/Count Log, which contains the official running count of youth assigned to the unit. The Movement/Count Log represents the most critical document for recording all entries, releases, transfers, group, and individual movements that affect the unit population. At any given time, the unit Movement/Count Log shall accurately reflect the unit population, denoting the date and time of all unit entries, releases, and transfers.

5.6.6.3 MAINTAINING ACCURATE COUNTS

Maintaining an accurate count is the responsibility of all officers assigned to the cottage/unit. A significant factor in ensuring an accurate population count is staff communication. Communication with the officer assigned to keep the count log essential for continued accuracy and reliability in the count. When movement occurs which affects the cottage/unit count, staff shall jointly ensure that such actions are promptly recorded in the cottage/unit Movement/Count Log.

5.6.6.4 VERIFY THE UNIT ROSTER/PCMS MAP/SLEEPERS LIST

Each unit shall be required to maintain a current unit roster/PCMS map, referred to as the Sleepers List. After reporting on shift, the Shift Leader or designee shall compare the number of youth listed on the roster/PCMS map with the unit population documented in the Movement/Count Log. The roster represents the official count as maintained by the Booking Office/Administration Office. Before bringing youth out for the beginning of their daily program, each unit's population count should correlate with this roster/PCMS map. If a discrepancy exists, the Shift Leader or designee shall report the discrepancy to the facility's Central Control for clarification and correction.

5.6.6.5 MAINTAIN THE UNIT ROSTER/PCMS MAP

Daily maintenance of the unit roster/PCMS Map is required. All new entries and releases shall be updated by the designated staff. Officers shall update, as necessary, the room/bunk that the youth is currently housed in. Proper upkeep

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of this roster/PCMS Map provides each cottage/unit with an additional source for establishing and maintaining continuity of the official count within the cottage/unit. This is the responsibility of the Shift Leader.

5.6.6.6 COTTAGE/UNIT MOVEMENT

All movement in and out of the cottage/unit shall be accounted for. When a youth is called to an appointment outside the cottage/unit, but not outside the facility building, their movement is logged in the Movement/Count log.

5.6.6.7 RECONCILIATION OF TOTAL COUNT

At any given time, the number of youth's physically in the cottage/unit, plus the number of youth listed as 'out' in the appropriate column of the Population Log (e.g. school, OB, etc.); should equal the total count of the cottage/unit. If this is not the case, the Shift Leader must immediately reconcile the error.

5.6.6.8 COUNT FREQUENTLY AND CONTINUOUSLY

Counting of youth is an ongoing process, and a responsibility shared by all officers. Frequent counting of the youth population not only ensures a continuously current and accurate record, but it also encourages good safety and security practices. As part of program security, visual head counts shall always be conducted when transferring school groups from one classroom to another, and they shall be regularly performed when youth are engaged in outdoor recreational activities or excursions.

5.6.6.9 IF IN DOUBT, COUNT

Additionally, formal head counts shall be conducted whenever officers are in doubt as to the precise count or whenever they feel it necessary. Unscheduled, impromptu counts are encouraged so as to ensure youth safety, accountability and location.

5.6.6.10 OBTAINING A COUNT PROCEDURE

The following procedure outlines the steps for establishing and verifying a unit count. These steps shall be followed whenever an official count is conducted:

1. Verify the official count as reflected in the Movement/Count Log.
2. Account for the number of youths in the unit and those that are outside the unit (medical clinic, visitation, etc.).
3. Conduct an actual head count of all the youth in the unit and coordinate with logs or other units for an actual count of those youth outside the unit.
4. Document the count in the Movement/Count Log if the counts match accurately. If the counts do not match, immediately conduct a recount following the steps above. If needed, physically line up youth and do not allow them to leave the line up in order to contain and obtain a more secured count.
5. If an accurate count cannot be established, the Shift Leader shall call the facility's Central Control for assistance. If that does not resolve the problem, the Watch Commander shall be called and informed of the count discrepancy.

Guidelines in conducting and securing a unit count:

1. Officers shall not engage in any activity that distracts or diverts their attention unless an emergency or crisis arises.
2. Once a count has begun, do not stop until completed (unless an emergency or crisis arises).
3. Officers must be positive they are counting a living, breathing human being rather than relying upon a name tag, a piece of clothing, hair, or shoes.
4. Each count must be made accurately. If there is doubt as to the precise count, a recount shall be conducted

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immediately. Visual identification of all youth shall be made.

5. If an accurate count cannot be established, the Shift Leader shall call the facility's Central Control for assistance. If that does not resolve the problem, the Watch Commander shall be called and informed of the count discrepancy.

The purpose of this form is to provide daily documentation of Safety Checks and other administrative and safety requirements.

5.6.6.11 RECONCILIATION

If an accurate count cannot be established, the Shift Leader shall call the facility's Central control for assistance. If that does not resolve the problem, the Watch Commander shall be called and informed of the count discrepancy.

5.6.7 Daily Shift/Safety Check Report Form

5.6.7.1 OVERVIEW

The purpose of this form is to provide daily documentation of Safety Welfare Checks and other administrative and safety requirements.

5.6.7.2 NEW FORM EACH DAY

A new Daily Shift/Safety Welfare Check Report Form will be utilized each day. The Late-Night shift officer will be responsible for ensuring the new day's form is dated, and the housing unit is listed beginning at midnight. Each Shift Leader shall write their name in the space provided.

5.6.7.3 SAFETY WELFARE CHECKS FORM

The space on the front of the form is devoted to logging the officer's time, count, and initials conducting the Safety Welfare Check. Enter the officers' names that are working in the housing unit in the header of the form.

- **SHOWER CHECK**

At the start of each shift, one oncoming officer shall inspect the youths' showers. Record the check-in in the appropriate block of the Daily Shift Report form.

- **PERIMETER CHECK**

At the start of each shift, one officer from the incoming shift shall conduct a perimeter check of the housing unit's exterior, including the patio area. Record the check-in in the appropriate block of the Daily Shift Report form.

- **PREA NOTIFICATION**

Youth shall be notified of the PREA policy upon entry to their housing unit, and thereafter on a daily basis.

5.6.7.4 LATE SAFETY WELFARE CHECKS

If a Safety Welfare Check is not completed on time due to a major incident or emergency (e.g., OC, Chief Counselor, medical emergency, natural disaster, etc.) a Safety Welfare Check shall be performed as soon as possible. The occurrence of major incidents/emergencies does not provide relief of the Safety Welfare Check requirements.

If, for any reason, a required Safety Welfare Check is late (i.e., more than 15 minutes elapsed from the previous check), the reason for the late safety welfare check shall be logged and explained in the designated area of the form.

5.6.7.5 RETENTION OF COMPLETED FORM

Rev. 01/14/08, 05/2008, 06/2008, 07/14/08, 10/13/08, 01/12/09, 04/20/09, 10/19/09, 03/15/10, 06/14/10, 09/13/10, 07/11/11, 10/17/11, 12/27/13, 02/18/15, 11/14/17, 7/24/18, 03/26/26

5.6.8 Safety Welfare Checks

5.6.8.1 INTRODUCTION

A basic policy of Institutional Services (IS) is to ensure the safety, physical well-being and security of youth under our care and to comply with the provisions of Title 15 of the California Code of Regulations, Minimum Standards for Juvenile Facilities. Direct visual observation of all youth shall occur at least every 15 minutes during hours when youth are asleep or otherwise confined to their rooms.

5.6.8.2 PURPOSE

Consistent Safety Welfare Checks conducted at random and varied intervals not to exceed 15 minutes are an essential responsibility necessary to reduce youth exposure to physical or sexual assault and reduce the possibility of individual attempts of escape, self-harm, or suicide.

Officer presence in the housing unit is a crucial component to maintaining security and control. Frequent staff circulation in the unit provides an effective surveillance method of youth activity and can significantly reduce youth misconduct and assure the youth's well-being.

REFERENCE

Safety Welfare Checks shall be conducted in compliance with 15 CCR 1328.

5.6.8.3 FAILURE TO ACT

Failure to act in accordance with Title 15 Section 1328 (regulations on Safety Checks) presents serious implications for youth safety and is a potential source of litigation for staff, the facility, the Probation Department and the County of San Diego. To avoid extensive liability and ensure the safety of youth entrusted to our care, staff shall be knowledgeable of and adhere to the policies established in this section.

5.6.8.4 CROSS-SEX CHECKS

Safety Welfare Checks by female officers assigned to male housing units and male officers assigned to female housing units follow the policies outlined above in this section. There are no differences in policy for cross-sex Safety Welfare Checks.

5.6.8.5 ACCURATE LOGS

Accurate Daily Shift Report/Safety Welfare Check logs are critical documents for the protection of IS staff, the Probation Department and the County of San Diego in the event of an assault, serious incident or death of a youth. Therefore, it is departmental policy that all Safety Welfare Checks completed by staff shall be documented promptly and accurately.

5.6.8.6 DIRECT OBSERVATION

All Safety Welfare Checks shall consist of direct visual observation of youth by officers.

- Direct visual observation means the officer must personally see the youth's movement and/or skin. (15 CCR 1302). Officers shall see each youth to assure that the youth is living and breathing, and not experiencing any observable trauma or engaged in any dangerous or forbidden activity before terminating the observation.
- Direct observation cannot be replaced but may be supplemented by any audio/visual surveillance system designed to detect overt, aggressive, or assaultive behavior and to summon aid in emergencies.

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5.6.8.7 OFFICERS SHALL INITIAL SAFETY WELFARE CHECKS

All Safety Welfare Checks will be listed in the indicated column on the Daily Shift/Safety Welfare Check Report. The officer who physically conducted the safety welfare check must initial legibly on the form directly adjacent to the safety welfare check time.

5.6.8.8 RECORDED HONESTLY AND ACCURATELY

Safety Welfare Checks shall always be recorded factually at the time it was completed. Safety Welfare Checks shall never be falsified or back timed, and the official time shall be the actual time the safety welfare check is conducted and documented on the Daily Shift/Safety Welfare Check Report form.

5.6.8.9 PROCEDURES

Safety Welfare Checks are to be conducted by one officer only and cannot be a shared responsibility by two (2) or more officers. When conducting Safety Welfare Checks, officers shall abide by the following procedures:

1. Accurately conduct a physical count of all youth in their rooms.
2. To complete a safety observation, officers must observe signs of life. Actual signs of life require seeing the youth's movement, such as the rise and fall of the youth's back or chest while breathing, hearing them breathe/snore or the youth responding to verbal engagement. Officers shall also ensure the youth is not experiencing any observable trauma or distress.
3. Look into each room window and visually verify that you see the room's occupant (e.g., identifying youth's skin and/or movement).
4. Be sure that the youth is not engaging in any dangerous activity, self-harming, or otherwise a prohibited activity before terminating the safety observation.
5. Visually check for indication of a safety or security concern (e.g., broken windows, covering of night light fixture, etc.) that might indicate a fire hazard, an escape attempt, or other such security concern.
6. Vary the timing of Safety Welfare Checks to avoid being predictable.
7. Vary the direction of travel during the Safety Welfare Checks to avoid being predictable and contributing to a lax security practice.
8. Avoid announcing the commencement of a Safety Welfare Check to youth through unintended cues such as reliance on timers that are easily heard or by the clanging of keys during late-night rounds.
9. Promptly record the youth count, your initials, and time of the Safety Welfare Check completion in the "Safety Checks" box of the Daily Shift/Safety Welfare Check Report form.
10. Officers shall pull on the youth doors at night to ensure they are securely locked (if applicable).

5.6.8.10 SHIFT LEADER RESPONSIBILITY

The Shift Leader shall complete a minimum of one Safety Welfare Check every hour when youth are occupying rooms.

5.6.8.11 SUPERVISOR RESPONSIBILITY

The Watch Commander and Cottage/Unit Supervisors shall complete a minimum of two (2) Daily Shift Report reviews during a single shift between 0600hrs and 2200hrs and a minimum of two (2) Daily Shift Report reviews of all open

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Cottages/Units between 2200hrs and 0600hrs. If, at the time of the Daily Shift Report review in a Cottage/Unit, there are youth in their rooms, the Watch Commander or Cottage/Unit Supervisor shall complete a Safety Welfare Check in a random and varied manner within the 15-minute 15 CCR guideline. The Watch Commander/Supervisor will sign that they have reviewed the report (log) and any discrepancies noted.

In addition, the Cottage/Unit Supervisor shall watch surveillance video from random dates, times and shifts to ensure staff are meeting the requirements of this procedure. These quality assurance checks shall occur at minimum once a month. The supervisor shall keep a log of these quality assurance checks. Any non-compliance reviewed or observed by the Cottage/Unit Supervisor, or any facility supervisors shall be addressed with staff directly, along with a notification to staff's immediate supervisor (as applicable) and the facility Division Chief.

5.6.8.12 CONSTANT VISUAL SAFETY WELFARE CHECKS

Officers shall document Safety Welfare Checks during constant visual observation of a youth(s) in a room. (For suicide observation protocol, refer to Suicide Prevention and Intervention Policy. Officers shall document the name(s) of the youth, the time youth(s) were placed in the room and document the time they were taken out. If officers change out, they will document the change to reflect the update.

5.6.8.13 SUSPENDED SAFETY WELFARE CHECKS

Safety Welfare Checks may be suspended only when there are no youth secured in their rooms. When unit youth are out of their rooms and under the direct visual supervision of officers during programming, headcounts substitute for room checks and shall be completed every 15 minutes. Headcounts do not need to be documented. Safety Welfare Checks shall always continue during group programming, mainly when one or more youth stayed in their rooms. When youth are all out of their rooms for unit programming, unit officers shall document the time youth were all taken out of their rooms and write "all-out" on the count column of the Daily Shift Report form. Safety Welfare Checks shall immediately start again when any youth are placed back in their rooms.

5.6.8.14 SPO AUDITS

The facility Watch Commander shall conduct an audit of each cottage/unit's Safety Check documentation during scheduled rounds of the facility. The audit shall include:

1. Review the units/cottage Daily Shift/Safety Check Report form for documentation of any missed or late Safety Checks logged and the reasons for the non-compliance with Title 15 regulations.
2. Review the cottage/unit Daily Shift Safety Check Report form for any missed or late Safety Checks that were not documented or logged since the previous SPO audit. Inform the shift leader of the missed undocumented safety check. Ensure the missed safety check is logged and the reason for the non-compliance with Title-15 regulations.
3. As appropriate, initiate corrective action with staff including an immediate direction to complete a Safety Check if one is needed at the time of the audit.
4. Document the SPO Safety Check audit and any corrective actions taken on the Daily Shift/Safety Check report.

In addition to Watch Commander audits, SPO's are also authorized and expected to complete Safety Check audits when supervising the cottage/unit or otherwise responding to the cottage/unit.

5.6.8.15 INTERRUPTIONS

Should an emergency cause interruption of a Safety Check, a new Safety Check shall be commenced at the earliest time possible following resolution of the emergency. Documentation of the events causing the interruption of the Safety Check shall be documented in the unit message log and on the Daily Shift/Safety Check Report form if the Safety Check is late.

5.6.8.16 PROGRAM MODIFICATION

The cottage/unit program may be modified as necessary to ensure youth safety and security and to meet Title 15 mandates for Safety Checks. The Shift Leader shall inform the facility Watch Commander whenever circumstances arise that have the potential to compromise the cottage/unit's ability to complete Safety Checks. Notification of the Watch Commander is to be before the fact to allow the Watch Commander to either redirect facility resources to the cottage/unit or approve a cottage/unit program modification. Approved program modifications shall not under any circumstances relieve the staff of their Title 15 responsibility of conducting visual observation of all youth confined to their rooms at minimum intervals of 15 minutes.

5.6.9 Five-Minute Safety Checks

5.6.9.1 INTRODUCTION

On some occasions, and as outlined below, it will be necessary for officers to conduct Safety Checks at five-minute intervals instead of the fifteen-minute intervals as outlined above. The Safety Checks shall be conducted the same way as normal checks but shall be no more than five minutes apart.

5.6.9.2 O.C. AFTERCARE

After decontamination of a youth using the procedures outlined in Manual [Section 5.6.4](#), five-minute Safety Checks shall be completed by officers for a minimum of one (1) hour following the youth's decontamination from an OC spray incident. When conducting OC aftercare Safety Checks, unit officers shall:

1. Initiate a separate Daily Shift Report sheet to record the Safety Checks.
2. See that the youth is sitting up and that they respond to verbal direction.
3. Be alert to any breathing difficulties, heat irregularities, excessive skin irritation, or any other indications that medical treatment might be necessary.
4. Notify the Watch Commander and/or medical staff if medical treatment or response is deemed necessary by the observing staff member.
5. OC aftercare five (5) minutes checks shall terminate after one hour at the direction of the Watch Commander and if no medical contraindications are present or may be extended at the direction of the Watch Commander.

5.6.9.3 CLOSE OBSERVATION SAFETY CHECKS

Five-minute Safety Checks shall be completed by officers following placement of a youth on Close Observation status. When conducting Close Observation Safety Checks, unit officers shall:

1. Initiate a separate Daily Shift Report sheet to record the Safety Checks.
2. Ensure that all procedures for protecting youth on suicide watch (see Manual Section 8.11.2) are followed and that the youth can respond to verbal direction and is not engaging in actions of self-harm.
3. Notify the Watch Commander and/or medical staff, as required, if medical treatment or response is deemed necessary by the observing officer.
4. Five-minute Close Observation checks shall terminate at the direction of the Watch Commander and if no medical contraindications are present and may be extended at the direction of the Watch Commander.

San Diego County Probation Department Institutional Services Policies	<u>SUBJECT:</u> Youth Movement in the Facility <u>SECTION:</u> 5.7 <u>AUTHORITY:</u> Article 5, Sections 1350-1362, Title 15
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5.7 Youth Movement in the Facility

5.7.1 INTRODUCTION

Youth move throughout the facility on a daily basis to attend school, obtain medical treatment, assist in work crews, visit with parents, attorneys or Probation Officers and a variety of other reasons.

5.7.2 POLICY

Officers shall exercise good judgment and be aware of safety and security issues at all times when moving youth throughout the facility. When a youth needs to move from one area in the facility to another, the staff member in the youth's starting location is responsible for ensuring that the youth arrives safely at the destination. The facility's Main Control shall be notified in advance of all youth movement.

5.7.3 AUTHORIZATION FOR MOVEMENT

The destination area staff member shall check for any possible security issues before authorizing the youth to be sent to their location and shall not authorize the movement until all security issues are resolved. (For example, there may be an emergency, or rival gang members in the area, etc.)

5.7.2 Youth Group Movement

5.7.2.1 INTRODUCTION

Any group movement of youth has the potential for conflict, arguments and fights. Therefore, every group movement and activity must be pre-planned to ensure the safety and security of the youth and staff. The following are general guidelines that all Institutional Services (IS) staff should adhere to as supervision security measures.

5.7.2.2 GROUP MOVEMENT POLICY

Groups of youth (four or more) in a detention facility and (two or more) in Camps shall never be allowed to move from one location to another within the facility without an officer escort.

5.7.2.3 KNOW WHERE CO-WORKERS ARE

Always know the whereabouts of your co-workers. Visual contact with other officers is essential during a group movement. Always make certain that you are positioned so you can visually observe your co-workers and the youth.

Make sure your co-workers know where you are. If you are going to be out of sight of your co-worker (i.e., restroom, utility room, etc.) for a short period of time, always make sure they know where you are.

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5.7.2.4 MAINTAIN CONTROL OF LARGE GROUPS

Always keep large group movements with youth orderly and controlled. A group movement is one of the easiest times for a youth to step into another youth's room or assault another youth. Always anticipate the group's movement and always place yourself in a position to properly supervise the group.

5.7.2.5 MAINTAIN ORDER

Staff shall always maintain order and control during a group activity. A breach of security is easily concealed from staff when things are disorderly. Youth not involved in an activity should sit down in an area where they are clearly in view, while also providing officers maximum supervision of the remaining group. The necessary degree of order at any given time can best be determined by asking yourself, "Do I know what everyone under my supervision is doing right now?" or "If an emergency were to occur right now, would I be able to maintain control of the group?" If the answer to either of these questions is "No", then more order and control must be established.

5.7.2.6 BE BETWEEN YOUTH AND DOOR

Prior to opening a unit/cottage exit door, officers shall verify that youth are not nearby. Officers shall always stand between a youth and the exit door when it is being opened. Always be alert and watch when people enter or leave the unit/cottage. Officer should always be the first and last person entering or exiting the unit/cottage.

5.7.2.7 NO YOUTH BEHIND DESK

The unit/cottage control desk and Senior Officer cubicles are secured areas and must be treated as such. Youth shall never be permitted to congregate around the desk, reach over, or go behind the desk without permission. This precaution prevents the removal of dangerous implements (e.g. pens, stapler, etc.). Youth shall never be permitted near the control panel board, as a youth could press the door release panel buttons to release a co-conspirator in an escape attempt. The control panel shall always be in the locked position. Also, youth shall never be permitted near the computers, as a youth could press the buttons and cause damage to certain documents or programs.

5.7.2.8 NEVER LEAVE DESK UNCOVERED

Staff shall never allow themselves to be maneuvered or drawn away from the control desk without another staff providing coverage. This area contains most of the communication devices for help and assistance. Be aware that in the past, youth have staged disturbances to lure staff away from the desk to keep them from calling for help.

5.7.2.9 HEAD COUNTS

Officers shall conduct "head counts" of the number of youth before escorting any youth groups. The result of the head count shall be recorded in the unit population log (see Manual Section 4.5.1 for more information on the population log).

5.7.3 Escorting Youth

5.7.3.1 INDIVIDUAL ESCORTS

When escorting an individual, never allow the youth to walk behind you. Proper procedure dictates that staff assume a position approximately one-half step behind and off to the side of the youth. When escorting a youth, always exercise caution and be prepared for the unexpected.

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5.7.3.2 ESCORTING GROUPS

Prior to beginning the group movement, assemble all involved youth into a double line, with one (1) staff member at each end of the line, which allows for visual observation of the group and each other. Get an accurate count of all youth in the group before you leave the unit/cottage. When a single officer is escorting a group (e.g. going to school) the officer must be behind and off to the side of the group.

Supervision of the group movement involves keeping the group orderly and controlled. Do not permit horseplay or communication within the group, or youth in/from other units/cottages. When traveling through another unit, do so quietly and orderly. Upon reaching the intended destination conduct a count of the group to ensure everyone is present and accounted for.

5.7.3.3 SECURITY AWARENESS

The escorting officer shall be aware of any possible security issues before and while escorting the youth in a group.

5.7.3.4 ORDERLY FASHION

Officers shall escort youth in an orderly fashion at all times. Youth shall not be permitted to talk during movement and shall walk in lines of no more than two across. Detention Facility youth shall walk with their arms crossed at all times.

5.7.3.5 TRAVEL THROUGH ANOTHER UNIT/BY ANOTHER COTTAGE

Many of the activities associated with a unit/cottage's daily program require staff to escort youth through adjoining units/next to adjacent cottages. When this occurs, staff shall adhere to the following security measures:

1. Notify the facility's Main Control of your intention to travel through adjoining units/cottages by adjacent cottages;
2. Notify the adjoining units/cottages, so that proper security measures may be taken, such as clearing the route of other youth so there can be no physical contact;
3. Do not begin the group movement until clearance is received from the facility's Main Control and the unit/cottage you are traveling through/by;
4. Get a count of the group before leaving the unit/cottage and advise the Shift Leader of the count to make a Population Log entry;
5. Without cause, never take a group through a unit of the opposite sex. This would present a situation that invites "showing off." If a shift leader believes there is cause, the shift leader will contact the Watch Commander for instructions on how to proceed.

5.7.3.6 RELEASE OF GROUP

The escorting officer shall not allow a youth or group of youth to leave their physical custody until the receiving officer or designee (i.e., teacher) has accepted physical custody of the youth or group of youth.

5.7.3.7 CHECK COUNT

Before releasing a group of youth, the escorting officer shall conduct a head count to ensure that the number of youth has not changed during the course of the escort. (For example: count the youth delivered to a classroom to make sure all are present.)

5.7.4 **Outdoor Security and Group Movement**

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5.7.4.1 OVERVIEW

The following sections focus on the security practices associated with unit/cottage programs that take place outside the confines of the unit. Specifically addressed are: 1) the security measures required when escorting a group of youth outside the living unit, and 2) use of two-way radios for security.

5.7.4.2 INTRODUCTION

A significant portion of the facility's programs involve activities (i.e., school, recreation, etc.) that take place outside the housing unit/cottage. When preparing for group movements or activities that take place outside the living area, officers are required to follow special security arrangements. In this section, the security measures associated with preparing for and supervising group movement and outside activities will be discussed.

5.7.4.3 ENSURE RADIO COVERAGE

An operable radio is required prior to departing the unit/cottage for any outdoor activity. Each officer is provided with a radio. In cases where a radio is not operating properly, or is out of service, officers shall obtain a radio from the facility's Main Control area or from a neighboring unit/cottage. Under no circumstances shall a unit/cottage engage in an outside activity or group movement without a radio. Prior to departing the unit/cottage, officers shall check the operability of the radio with the facility's Main Control. (See [Section 5.7.4](#) below, on radio use).

5.7.4.4 PRIOR TO EXITING THE UNIT

When preparing for group activities or movements that take place outside the unit/cottage, officers are required to execute the following procedures prior to exiting the unit/cottage. These procedures include:

1. Ensuring radio coverage;
2. Establishing unit/cottage coverage;
3. Assembling the youth;
4. Obtaining the youth count and documentation in the population log;
5. Securing remaining youth inside the unit/cottage;
6. Securing the unit/cottage;
7. Securing the unit control desk and offices.

5.7.4.5 UNIT/COTTAGE COVERAGE

Under no circumstances shall youth remain in the unit/cottage without staff coverage and supervision. Most group movements and activities outside the unit/cottage do not involve the participation of the unit/cottage as a whole. As such, some youth will remain in the unit/cottage and staff coverage must be provided to supervise those youth. Under normal staffing conditions, one staff member will be available to cover the unit/cottage. If additional staffing is needed, or, if due to a staff shortage a staff member is not available to cover the unit/cottage, back up staff shall be obtained from either a neighboring unit/cottage, or from the facility's Main Control.

5.7.4.6 BATHROOM USE FOR YOUTH LEFT INSIDE

At the juvenile facilities, it is preferable to have two staff in a unit prior to a youth being let out of their room. However, this policy allows for instances where a single officer is in a unit, a single youth is out of their room, and the back-up officer has constant, direct, line of site to their partner, e.g., the back-up officer is in a hallway adjacent to the unit and has constant, direct visual on the officer inside the unit supervising the head call.

5.7.4.7 ASSEMBLING YOUTH

Prior to departing for an outdoor activity, the Shift Leader or their designee, shall prepare a list of youth who are remaining in the housing unit/cottage and designate which officer will be staying in. Upon completion of this list, those

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youth who will be departing the unit/cottage shall be assembled in an orderly and controlled fashion in the dayroom (usually in a double line). The count list obtained shall be given to the officer staying behind to provide unit/cottage coverage and supervision.

5.7.4.8 OBTAINING AN ACCURATE COUNT

All youth officially designated for participation in the outside group activity or movement must be accounted for. Officers shall set the count by assembling the youth into a double line in a designated area in the dayroom. All unit officers shall assist in obtaining an accurate count of the youth; and upon completion, announce the "out" count to the Shift Leader. Upon obtaining the "out" count, it should be compared with the "in" count of youth secured in their rooms/bunks. When added, these two figures should equal the unit/cottage's total population. If the count does not equal the total unit/cottage count, all youth must be recounted until the discrepancy is resolved. If the count is correct, make the appropriate entry in the unit Population Log in accordance with Manual Section 4.5.1.

5.7.4.9 SECURE YOUTH LEFT IN THE UNIT/COTTAGE

Those youth, who will be remaining in the unit/cottage during an outdoor activity, shall be counted and supervised at all times.

5.7.4.10 SECURING THE UNIT/COTTAGE

Prior to departing, officers must secure the unit/cottage. To secure a detention facility unit, all youth doors must be closed and securely locked. All unit utility room doors must also be locked and secured. When securing doors, never assign this task to a youth. Proper security measures mandate that a designated officer personally close and inspect all doors to ensure that the locking mechanisms have not been jammed or tampered with.

5.7.4.11 SECURE THE CONTROL DESK

The final step prior to departing the unit/cottage, is to secure the unit/cottage control desk. The officer remaining in the unit shall remove and secure all contraband and dangerous items from the desk area, check to ensure that the control panel is locked, (i.e., power switch in the "off" position) and inform the facility's Main Control that you are departing your unit/cottage for an outdoor activity, as well as the destination.

5.7.5 Exit Procedures

5.7.5.1 OVERVIEW

After completing the above referenced procedures, the following security measures shall be used for the actual exiting of the unit/cottage:

5.7.5.2 PRIMARY CONCERN IS ESCAPE

The primary concern facing officers when conducting a group activity/movement outside the unit/cottage is the opportunity for a youth escape attempt. Officers may minimize this possibility by conducting the activity/movement in an orderly and controlled fashion. Achieving this goal is predicated on officer's ability to exercise control over the youth's behavior, and through their positioning strategies adopted during the activity/movement.

5.7.5.3 GROUP CONTROL

At all times, officers must establish reasonable control over the group's behavior. This is most effectively accomplished by communicating to the group the behavioral expectations associated with the upcoming movement. Clear and concise directions regarding behavior must be given to the group prior to leaving the unit/cottage. When starting the procedures for departing the unit/cottage, never allow youth to engage in horseplay or talking, and always be alert for suspicious behavior

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or movement among the youth. Do not allow a youth to divert your attention away from the group with casual conversation.

After the entire group has exited the unit/cottage door, the group should be stopped in place, to prevent them from spreading out. Stopping and restarting the group movement may be required several times, to obtain a closely aligned group.

5.7.5.4 OFFICER POSITIONING

Proper staff positioning is essential in executing a controlled and secure movement. In most instances, large group movements outdoors will require a minimum of three officers. When exiting the unit/cottage, a minimum of two officers shall precede the group outdoors. One of these two officers shall be positioned between the group and the outer perimeter. The second officer shall assume the lead position for the group and stand at the front of the line where they can observe their co-workers and the entire group. The third officer shall assume a position at the end of the group and follow the group to see they exit without problem. Upon exiting the door, this officer, whether they remain in the unit/cottage or goes outside with the group, shall be responsible for ensuring that the unit/cottage exit door is properly locked by pushing and pulling on the door. Once outside, the group shall be halted, and a count conducted to ensure everyone is accounted for.

The Shift Leader shall designate one officer to call the facility's Main Control area on the radio to give the count of youth and staff, as well as the group destination.

5.7.5.5 UNOBSTRUCTED OBSERVATION

When traveling from one destination to another outside the housing unit/cottage, the security measures associated with proper positioning and supervision are as follows (assuming three officers):

One officer shall assume a position relative to the group that places them between the group and the outer perimeter. The remaining two officers shall be positioned at each end of the group in a manner that allows for unobstructed observation of the entire group and co-workers.

5.7.5.6 SMALL GROUPS

When outdoor activities or group movements involve a smaller number of youth, the number of officers providing movement security and supervision may be reduced to a minimum of two. In such cases, the lead staff will assume responsibility for the radio call and direct the group outside the unit/cottage. The lead staff shall always assume a position between the group and the fence/perimeter, thereby enabling them to monitor the whole group while maintaining visual contact with their co-worker. If an escape attempt or crisis occurs during a small group movement, the officer's primary responsibility is with the group. Do not pursue or respond to a crisis or an escapee until the group has been secured, either in the unit/cottage, or through the assistance of additional officers.

5.7.5.7 SINGLE OFFICER GROUP MOVEMENTS

In cases such an escort to a school classroom when only one officer is providing security, the procedure is slightly different. The escort officer walks behind and slightly to the side of the group. The maximum number of youth that can be escorted outside by a single officer is fifteen, and the duration of the time outside should be as brief as reasonably practical.

5.7.5.8 SUPERVISION OUTSIDE

During any outside activity, proper staff positioning and supervision is essential in establishing security and control. As a general rule, all officers providing supervision of an outdoor activity shall align themselves in a manner that places them between the group and the most likely avenues of escape. The Shift Leader shall ensure proper officer placement for the activity. The remaining officers shall assume positions that afford close supervision of the youth, but also allows for visual awareness and observation of the potential avenues of escape and placement of coworkers.

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5.7.5.9 ACTIVITY AFFECTS PLACEMENT

When determining positioning, staff must take into consideration the group activity engaged in. Activities that require considerable space (i.e., softball, soccer, etc.) will require staff to be more spread out. Games and activities that are performed in an enclosed area, (i.e., volleyball, basketball) will dictate a closer spacing of officers.

5.7.5.10 SUPERVISING ACTIVITIES

Supervision requirements will also affect staff positioning. Activities that bring large groups of youth close together (i.e., soccer) require the presence of an officer close to the hub of activity.

5.7.5.11 OFFICER PARTICIPATION

Officer participation in youth recreational activities shall be limited. An officer's primary objective is group security. Under no circumstances, shall staff engage in an activity at the expense of maintaining proper security and supervision. For example: being a referee in a soccer game is allowed, playing in the game is not.

5.7.5.12 ADJUSTMENTS TO THE COUNT

Adjustments to the count of youth that are participating in the outdoor activity often occur when youth are needed for an interview, or when an injury occurs. When a youth is called away from the group, the Shift Leader is required to ensure that the count is adjusted in the Count Log after going back inside the unit/cottage (or by the officer who stayed inside the unit/cottage if applicable). Youth shall be visually followed by at least one officer until they arrive at their destination or can be followed by an officer from another unit/cottage.

5.7.5.13 MAINTAIN SECURITY

Under no circumstances shall staff provide escort service of a youth at the expense of maintaining security and supervision of the larger group. In situations where an injury occurs to a youth and staff assistance is needed to move the youth back to the unit/cottage, additional staff from other units/cottages in the facility must be summoned, if the supervision and security of the group would be greatly compromised.

5.7.5.14 GROUP CONTROL IS PRIMARY CONCERN

Group control is the primary concern while outside the housing unit/cottage. Therefore, in cases where additional staff assistance has been summoned, but is not forthcoming, officers shall assemble the group and return to the unit/cottage prior to transporting the injured youth. Under no circumstances shall staff provide any type of escort service for a youth that would leave the group under the supervision of a single officer.

5.7.6 Radio Usage

5.7.6.1 INTRODUCTION

When conducting any group movement, outside recreational activity or special event, the utilization of a properly functioning radio is required. All officers should have a radio and should be fully trained in radio operation. All officers shall be familiar with the radio codes and the facility codes for emergency situations (i.e., Code 6, Chief Counselor, Medical Emergency, and Code Red).

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5.7.6.2 KEEP MESSAGES BRIEF

All radio messages should be brief and concise, because when one radio is on, it will interfere with or silence all others. When preparing for a transmission, wait for radio silence before transmitting your message. Facility radios should be used to conduct official business, such as coordinating movement or security. Do not talk unnecessarily to other officers, never use profanity or obscene language when transmitting a message, and under no circumstances should a youth be allowed access to the unit/cottage radios.

5.7.6.3 RADIO CODES

Common radio transmission codes include the following “ten signal “codes:

Code	Meaning	Code	Meaning
10-1	Read you poorly	10-8	Unit in service
10-2	Read you well	10-9	Repeat message
10-4	Affirmative	10-20	Location of unit
10-5	Relay message	10-22	Disregard last message

These codes are used to abbreviate messages and should be utilized as much as possible when communicating with the facility’s Main Control area. When transmitting, use plain language to provide the information if the radio code for the situation is not known.

5.7.6.4 CONTACTING THE FACILITY’S MAIN CONTROL AREA

When communicating with the facility’s Main Control area, the proper procedures involve identifying the facility’s Main Control’s call sign, followed by the transmitting the unit or cottage's code, and then the message. A typical exchange would encompass officers notifying the facility’s Main Control of the unit/cottage, activity, location, number of youth, and number of staff. For example:

Unit 100: "Alpha 10, Alpha 100, out to recreation, Area 3 with 45 youth and 4 staff."
Facility’s Main Control: "Alpha 100, 10-8 Area 3 with 45 and 4, Alpha 10 clear.”

5.7.6.5 EMERGENCY TRANSMISSIONS

When transmitting emergency information that does not have a special code. Use plain language to provide the information.

5.7.6.6 RADIO CHECKS

The radio is the primary means of communication between a unit/cottage group and the facility’s Main Control area. Officers should conduct radio checks with the facility’s Main Control at the beginning of their shifts or prior to going outside to ensure that the radio is working properly. For Example:

Unit 100: “Alpha 10, Alpha 100 Radio Check.”
Facility’s Main Control: “Alpha 100, Alpha 10, 10-2, Alpha 10 Clear.”

5.7.6.7 MHZ RADIO

Staff taking youth outside of the perimeter fence shall obtain a MHz radio as well as Watch Commander permission prior to leaving the fenced area. The officer carrying the MHz radio must conduct a successful radio check prior to leaving the fenced area.

Probation Department Institutional Services Policies	<u>SUBJECT:</u> Facility Main Control Area, Keys, MIC and Hospital Guard Duty <u>SECTION:</u> 5.8 <u>AUTHORITY:</u> Articles 5, Sections 1350-1362; Title 15
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5.8 Facility Main Control Area, Keys, MIC and Hospital Guard Duty

5.8.1 OVERVIEW

This section sets forth the general guidelines for the daily operations of the facility’s Main Control, MIC and duties and responsibilities of a hospital guard.

5.8.2 Facility Main Control

5.8.2.1 OVERVIEW

The facility’s Main Control area is the main communication and control center of the facility. The facility’s Main Control Officers keep track of all youth, staff and visitors in the facility. Emergency communications (radio calls) are directed to the Main Control area. The facility’s Main Control Officers are responsible for announcing and dispatching staff to help in emergency situations. Officers control youth unit/cottage assignments and group or individual movements throughout the facility. Consult the facility’s Main Control Post Orders for more specific details regarding duties of individual officers assigned.

5.8.2.2 ADDITIONAL DUTIES

The facility’s Main Control area staff shall be responsible for contacting each cottage/unit, before the end of each shift, to verify counts.

5.8.3 Key Control

5.8.3.1 KEYCONTROL

Each Facility Division Chief is responsible for developing necessary procedures to maintain key control in the facility.

5.8.3.2 MEDICAL KEY SETS

Medical staff members (STAT Team and Clinic staff) have special key sets that contain only keys for doors and storage lockers in the medical areas. They do not get paracentric keys, handcuffs, or OC spray.

5.8.3.3 KITCHEN KEY SETS

Sheriff’s Kitchen staff also has special key sets that contain only keys for doors and storage areas in the Kitchen area. They do not get paracentric keys, handcuffs or OC spray.

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5.8.3.4 RULES FOR KEY SECURITY

The following rules for key security shall be adhered to by all staff:

1. At all times, IS staff shall be responsible for the safekeeping of the keys issued for the performance of their work tasks.
2. Keys not in use shall be maintained and secured by the designated facility staff.
3. Keys issued to detention staff shall, at all times, remain inside the perimeters of the facility, and they shall not be removed or taken outside the facility for any reason, or for any period of time. Violation of this order may result in a reprimand, suspension, or dismissal. If keys are inadvertently removed from the institution, as soon as a staff member becomes aware of the situation, they must contact the Watch Commander at the earliest possible time to arrange for the return of the keys. The only exceptions to this policy shall be in the following situations:
 - a) A lifesaving situation, or;
 - b) When in the immediate pursuit of an escapee, or;
 - c) The facility's Main Control area Shift Leader or designee conducting outside perimeter security check. Note: Camp officers are issued a permanent set of facility keys which may be taken outside of the facility.
4. Keys issued to a staff member shall remain in their possession and control at all times. Keys shall be attached to a staff member's belt in a secure fashion. Keys shall never be detached from their key ring and left on countertops, in staff bathrooms, or inside the living unit/cottage with the following exceptions: On the Late-Night Shifts, the paracentric key only will be kept in a secure area, unknown to the youth and will not be worn. Officers in Unit Confinement Units shall place their facility keys in a pre-determined secure location during recreation taking only the paracentric key outside with them. Keys are to be worn on a retractable key chain and paracentric keys are to be worn on a chain attached to the belt (and carried in the pocket to make it harder for a youth to grab).
5. Facility keys shall not be voluntarily surrendered to any person except to a staff member who is relieving you and has possession of your key tag, a staff member assigned to receive/distribute work keys, or to a Supervisor.
6. Under no circumstances shall a youth be given or allowed to use staff keys. Staff members permitting youth access to their keys shall be subject to departmental discipline and/or termination of employment.
7. Staff members who lose their keys shall report the disappearance immediately to their Shift Leader, who in turn will notify the Watch Commander. Staff members will be held accountable for the replacement cost of any lost equipment, and may be subject to reprimand, suspension, or dismissal.

5.8.3.5 LOST KEYS

Whenever a staff member knows, or discovers that facility keys are missing, the following action must be taken:

1. Provide immediate notification to the Shift Leader and Watch Commander. The Watch Commander shall decide when to notify the Division Chief.
2. Secure and/or search all areas where the keys may have been lost. If the keys are not located in a reasonable amount of time, and at the direction of the Watch Commander, the search shall be expanded to all areas of the facility.
3. Prepare a written Incident Report, documenting the loss of the keys, and the steps taken to recover the keys. An incident report must be completed whenever keys are lost or missing, even if they are found within a few minutes.

5.8.3.6 BROKEN OR DAMAGED KEYS

When keys are broken or damaged, the entire key set shall be returned to the designated staff member who will provide a replacement key or set of keys.

5.8.4 Movement and Interview Control (MIC)/Visiting Center

5.8.4.1 OVERVIEW

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Each facility has a designated visiting area and visiting hours, as well as procedures for youth receiving special visits or being interviewed.

5.8.5 Hospital Guard Duty

5.8.5.1 OVERVIEW

On occasion, youth may require hospitalization (e.g. serious illness or injury, scheduled surgery, delivering a baby, etc.) Since they are still “wards of the court” even when they go to the hospital, it will be necessary for IS officers to provide “care, custody and control” by guarding these youth at the hospital and preventing their escape.

Camp youth who are going in for a regularly scheduled surgery or hospital visit requiring an overnight stay, will be taken to juvenile facilities on a medical removal prior to the appointment. Juvenile facilities staff will provide transportation and a Probation Officer, who has completed JI CORE, for Hospital Guard Duty. If the youth needs to be transported directly from Camp to the hospital due to an unforeseen injury or emergency, Camp staff will transport directly to the hospital. Once a determination is made that the youth will be admitted, the Camp staff will notify the Camp Watch Commander, who will notify the juvenile facility to provide relief for the Camp staff. The Camp staff may not leave the hospital until relief arrives. The Camp officer shall brief the oncoming officer of the youth’s situation and any problems encountered during the shift.

5.8.5.2 GENERAL PROVISIONS

All IS officers assigned to Hospital Guard Duty shall be aware of the following:

1. IS officers shall be assigned hospital guard duty to supervise youth. The security risk designation shall be determined primarily by the threat posed to the safety of the community if the youth were to escape from the hospital. (See Manual [Section 5.2.7](#) for more information on classifications).
2. The decision to assign a guard to a youth temporarily housed in a medical facility shall be the responsibility of the juvenile facilities Watch Commander. The Watch Commander shall be responsible for notifying the Division Chief of a youth who is placed under guard at the hospital.
3. Non pregnant youth shall be mechanically restrained during their stay at the hospital, unless the restraints impede medical treatment. This includes being mechanically restrained to beds. If a physician or nurse recommends the removal of restraints for treatment, the restraints shall be re-applied immediately following the treatment. Pregnant youth in labor, during delivery, or in recovery after delivery shall not be restrained by the wrists, ankles or both, unless deemed necessary for the safety and security of the youth, staff, or the public. The hospital guard shall notify the Watch Commander as soon as practicable after applying mechanical restraints for safety purposes.
4. Youth who have been certified to Adult Court under Section 707 of the Welfare and Institutions Code or who have been charged as adults under the provisions of Proposition 21, are to be guarded by the Sheriff’s Department. The Watch Commander shall be responsible for contacting the Sheriff’s Department and coordinating hospital coverage prior to any scheduled appointment. In the event of emergency medical appointments, the Watch Commander shall ensure that the youth is guarded by officers pending arrival of Sheriff’s deputies.
5. The Immigration Custom Enforcement Office (ICE) shall be responsible for the assignment of guards to all federal youth admitted to a medical facility. The Watch Commander shall be responsible for contacting the ICE Office and coordinating hospital coverage prior to any scheduled appointment. In the event of emergency medical appointments, the Watch Commander shall ensure that the youth is guarded by officers pending arrival of federal marshals.
6. All hospital guards authorized by juvenile facilities shall be sworn Probation Officers who have completed JI CORE. Student Workers may not be utilized in any capacity as a hospital guard.
7. The initial hospital guards reporting for duty shall inform hospital security and the nursing staff assigned to the youth of their presence at the hospital, and their intention to perform hospital guard duty.

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8. Hospital guards shall wear the approved facility uniforms established under Manual Section 2.3.1, including the uniform shirt with emblem. The wearing of shorts is prohibited while on hospital guard duty. Hospital guards shall carry handcuffs, a limited key set (without paracentric or juvenile facilities room keys), 800 MHz radio, and OC spray.
9. All hospital guards shall carry their official Probation Department I.D. card. This identification shall be displayed in a visible location on the uniform while on-duty.

5.8.5.3 TELEVISION AND RADIO USE BY YOUTH

Most hospitals have televisions and radios available in each room (and in some cases, video games and movies). Use of these items by the youth during their stay at the hospital shall be dependent on hospital policy; depending on the youth's condition, and whether or not there is a roommate assigned. If a youth becomes disruptive or belligerent about television use, hospital guards may call the Watch Commander for permission to override hospital policy and discontinue or limit the youth's use or viewing.

5.8.5.4 UC AND YOU YOUTH

Youth on Unit Confinement status and any youth committed to the YOU Program shall be guarded by two (2) officers at all times when at the hospital. The Division Chief has discretion to use one (1) staff in exigent circumstances. Neither officer shall leave the youth's room for meals, drinks, tobacco use or cell phone use during the assigned shift. One officer may use the restroom while the second officer guards the youth. UC/YOU youth shall be restrained at all times in a manner appropriate to their medical condition. This may involve the use of leg irons, shackles, handcuffs or the use of a combination of restraint devices and may include restraint devices supplied by the hospital with the approval of the Watch Commander.

5.8.5.5 POSITIONING

The assigned hospital guard shall not leave a youth unguarded. Visual contact shall be maintained with the youth at all times, with the following exceptions:

1. Guards may be positioned in the hallway outside the youth's room when it would be detrimental to the officer's health to remain in the same room (i.e., youth has a highly contagious disease, etc.).
2. Guards may wait in the lounge outside the operating room for youth undergoing surgical procedures.
3. Guards may wait outside the youth's hospital or examination room during the performance of medical procedures or during medical emergencies, when directed to do so by hospital staff.
4. Guards may be stationed outside the youth's room at night so as not to disturb the patient's sleep.

5.8.5.6 INSPECT AREA

Whenever a youth is to be left unguarded, staff shall closely inspect the room or area before leaving the youth. It should be determined if the area has more than one exit (i.e., adjoining rooms, emergency exits, opening windows, large vents, etc.). Staff should arrange to monitor or secure any alternate exits prior to leaving the youth.

5.8.5.7 DO NOT LEAVE AREA

Guards shall not leave their assigned post for any reason unless relieved by another officer. If possible, guards shall bring their own meals to work. When restroom facilities are needed, staff shall use the restroom in the patient's room.

5.8.5.8 NO MEDICAL ADVICE

Guards shall encourage all youth to use the nurse call system to communicate their medical needs. Guards shall not leave the youth to take messages to the nurse's station. Officers shall not provide medical advice or treatment (other than emergency first aid).

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5.8.5.9 PATIENT TRANSPORT

The hospital guard shall accompany the patient whenever movement to another department or another room within the medical facility is required. As the need for security dictates, hospital security may be notified to request assistance in providing security over the transport procedure.

5.8.5.10 EXERCISE

Ambulation of a patient as prescribed by medical orders shall be performed under the supervision of the assigned guards.

5.8.5.11 WORK AREA

The guard's area shall be neat and tidy. No television or radio may be brought in by the guard.

5.8.5.12 TELEPHONE USE

Guards may use the telephone for incoming and outgoing calls related to their duties. No personal calls are permitted except in an emergency.

5.8.5.13 SMOKING

Guards must adhere to hospital rules and regulations concerning smoking. Smoking is not permitted in hospitals. Smoking is also not permitted in the presence of a youth, in accordance with Manual Section 12.5.

5.8.5.14 VISITORS

The Watch Commander shall pre-approve all visits and the time of the visits. Only parents or legal guardians shall be allowed to visit the youth in the hospital. All visitors shall be logged in the Hospital Security Log.

5.8.5.15 HOSPITAL SECURITY LOG

A Hospital Security Log shall be assigned to each youth requiring guard services. This log shall document any problems or significant events occurring during the shift, also log the youth's overall compliance with staff instructions, and the names of all visitors seeing the youth. A new log sheet shall be utilized each day.

5.8.5.16 WORK DAY

Officers shall work eight (8) hour shifts and they may not leave until they are relieved by another officer. Officers shall brief the oncoming officer of the youth's situation and any problems encountered on the shift (also review the Hospital Security Log). Upon relief, officers shall provide the oncoming officer with the assigned 800 MHz radio, cellular phone, handcuffs, OC spray and keys.

5.8.5.17 ESCAPE PROCEDURES

If the youth escapes, an immediate search shall be made of the area closely surrounding the hospital, by the officer at the scene. In the event of an escape, officers shall immediately notify hospital security, the supervising floor nurse and the facility Watch Commander. The Watch Commander will notify the local law enforcement agency and the youth's parents/legal guardians.

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5.8.5.18 PROBLEMS

If any problems surface regarding the security and supervision of the youth, officers shall immediately contact the facility Watch Commander.

San Diego County Probation Department Institutional Services Policies	<u>SUBJECT:</u> Assessment, Treatment Plan and Counseling <u>SECTION:</u> 5.9 <u>AUTHORITY:</u> Article 3, Section 1324; Article 5, Sections 1350-1362; Article 8 Sections 1411, 1413, 1430-1431, 1433 and 1437, Title 15
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5.9 Assessment, Treatment Plan and Counseling

5.9.1 OVERVIEW

This section sets forth the policy for an assessment of the youth’s problems and development of a facility plan, including objectives and resolution of identified problems.

5.9.2 Assessment

5.9.2.1 REQUIRED ASSESSMENT AFTER 30 DAYS

Whenever it is anticipated that a youth will be detained in San Diego County juvenile facilities for a period of 30 days or more, the casework Probation Officer shall develop a written assessment and plan for the youth within 30 days after the youth’s admission to the facility. The assessment and plan shall be documented in PCMS.

The assessment plan shall include a statement of the youth’s issues/problems, including:

- Substance abuse history
- Education
- Vocation
- Counseling
- Family reunification needs
- Other problems on a case-by-case basis

5.9.2.2 WRITTEN PLAN

The plan shall include written documentation that provides for:

1. Objectives and time frames for resolution of problems identified in the assessment.
2. A plan for meeting the objectives, including a description of resources needed and individuals responsible for assuring that the plan is implemented.
3. Periodic evaluation of progress toward meeting the objectives, including periodic review and discussion of the plan with the youth.
4. A transition or aftercare plan, subject to existing resources, that is developed prior to the youth’s release from custody.
5. A referral to the Regional Center for the developmentally disabled, including individual treatment planning, if the youth has been identified as developmentally disabled.

5.9.3 Juvenile Probation and Camp Funding (JPCF) Counseling and Casework Services

5.9.3.1 INTRODUCTION

Institutional Services (IS) sworn officers are required to provide counseling and casework services that meet the standards of Title 15, Section 1356. In conjunction with Title 15, the juvenile facilities utilize the elements of the Juvenile Probation and Camp Funding (JPCF) program to ensure that the youth are receiving the kind of care, custody and control necessary.

5.9.3.2 JPCF

JPCF is a government funded program that provides financial assistance to the County for services that IS officers provide to youth. JPCF activities focus on helping youth develop skills, attitudes, insights, habits, abilities, and beliefs that will enable them to become responsible, self-sufficient young adults. IS officers' conduct counseling, teaching, coaching, assisting, encouraging, nurturing and supporting activities every day; and it is important to document these activities in order to claim JPCF funds that help support Probation programs.

5.9.3.3 JPCF FILE IN PCMS

The facility JPCF coordinator shall create a JPCF file on each youth on or before the youth's fifth day of detention in the facility. This file shall be used to document the counseling and casework services provided.

5.9.4 Initial Service Plan (ISP)

5.9.4.1 ISP

The youth's housing unit/cottage is responsible for creating the assessment and Initial Service Plan (ISP). The ISP is due not more than ten days after the youth's initial booking and requires a face-to-face meeting at the time it is initiated.

5.9.4.2 ASSIGNMENT

Assignment of new JPCF files is conducted in each housing unit/cottage by the Supervisor, Senior Probation Officer, Shift Leader or their designee. Each JPCF file is to be assigned to one of the housing officers. This officer (commonly called the "Inside PO") shall be the primary counselor for the corresponding youth. If the officer is absent, the contact shall be completed by other unit staff. The housing unit/cottage JPCF coordinator (late night staff), assigned by the SPO, shall be responsible for updating the list of JPCF file assignments to officers.

5.9.4.3 WEEKLY CONTACTS

IS staff members shall be responsible for providing youth with counseling and casework services designed to assist each youth in making a satisfactory adjustment in the facility, and making appropriate life choices when they are released from the facility. The officer/counselor (Inside PO) is required to make weekly contacts with the youth and record the contacts in PCMS as a JPCF "Contact Log." These contacts are required to occur at least every seven days. These contacts must be face-to-face where officers are to use IBIS skills when engaging with a youth and addressing their case plan goals and objectives.

5.9.4.4 PRIMARY COUNSELOR

The officer assigned as the primary JPCF counselor for that youth shall discuss the ISP with the youth, and:

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- Assist the youth with personal problems or needs that may arise, and refer the youth to appropriate resources.
- Assist the youth requesting contact with parents, attorney, clergyman, probation officer or other public officials.
- Provide services as appropriate, including substance abuse services, family crisis and reunification referral, counseling, public health and mental health services that can provide aftercare pursuant to the plan.
- Assist youth in their adjustment to the facility. Explain facility rules and provide guidelines to help the youth to perform/behave according to expectations.

5.9.4.5 DOCUMENT ACTIVITY

The officer/counselor shall document all activity and progress regarding the youth's case plan. This information can be shared with the probation officer conducting the investigation for disposition, and with the casework probation officer. The officer/counselor must also document, all negative progress, such as: school failure, RC time, fights, etc. on the JPCF document in PCMS. This document shall be updated as needed.

5.9.4.6 UNIT/COTTAGE TRANSFERS

Transfers from unit-to-unit/cottage-to-cottage require a face-to-face contact prior to the transfer. The ISP and Behavior Summary must be completed as required. If the ISP or BHS is due within two days of the transfer it must be completed before the transfer is allowed.

5.9.5 Behavior Summary (BHS)

5.9.5.1 BEHAVIOR SUMMARY

A Behavior Summary (BHS) is required to be filled out 30 days after the ISP due date. Note: The Behavior Summary is not to be completed on the same day that the ISP is completed and should be completed no sooner than one week in advance of its 30 day due date.

5.9.5.2 APPROVAL

Both the ISP and Behavior summary require a Senior PO/Supervisor approval upon completion.

5.9.5.3 CONTENT OF BEHAVIOR SUMMARY

The content of the BHS shall include a description of the four most pressing issues/problems that the youth has. The BHS shall also include objectives (including time frames for completion) and an action plan for youth to follow. After filling out the form, the JPCF counselor shall conduct a face-to face interview with the youth to discuss the plan for meeting the objectives, and a description of program resources needed and individuals responsible for assuring that the plan is implemented (usually the Casework PO.) As with all interviews, the face-to-face contact shall be documented in PCMS.

5.9.5.4 CASEWORK ISSUES

Identification of "Casework Issues" is also part of the BHS. Section Two (on the front of the form) is to be filled out to identify the youth's major issues, and shall be the basis of program resources and case plan provided by the Casework PO when the youth is released.

5.9.6 Exit Summary

5.9.6.1 EXIT SUMMARY

The youth's release from the facility requires the completion of the exit summary and a face-to-face contact prior to the

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release. The Exit Summary is on the lower half of the back of the Casework Report form (see Appendix A, page A-51). Officers are required to document:

- The date of release;
 - To whom the youth was released;
 - Where the youth was released;
 - Discussion with the youth on the progress (or lack of progress) toward addressing the youth’s issues/problems.
- Note: If the youth is released more than three days prior to the ISP due date, write “No information available; youth released prior to ISP.” If the BHS is due within five days of the release it must be completed.

5.9.7 Timeline and JPCF Maintenance

5.9.7.1 TIMELINE

This section is designed to provide a quick reference for officers to show the timeline, or sequence of events, for proper maintenance of the JPCF document in PCMS.

Day	Action
1	Youth arrives in the facility.
10	Initial Service Plan due.
40	Behavior Summary due.
When Released	Complete Exit Summary.
Release Dates	Initial Service Plan and Behavior Summary do not need to be completed if it is due after the release date (BHS must be completed if release is within five days of BHS due date.)

5.9.7.2 JPCF AUDITS

In order to ensure accurate and complete JPCF records, periodic audits shall be completed in accordance with the following list: (Note: Audits shall be documented in “Contact Log”.)

Audit Schedule	Officer Responsible
Weekly	Unit Senior Probation Officer
Monthly	Unit Supervising Probation Officer
Quarterly	Probation Division Chief
As Directed	Informal audits shall be conducted daily by late night shift officers, and the Unit Supervisor may order audits whenever appropriate.

San Diego County Probation Department Institutional Services Policies	<u>SUBJECT:</u> Mechanical Restraints <u>SECTION:</u> 5.10 <u>AUTHORITY:</u> Article 3, Section 1324(e)(2), Title 15 Article 5, Sections 1358 and 1362, Title 15; Article 8, Section 1437, Title 15
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5.10 Mechanical Restraints

5.10.1 OVERVIEW

This policy provides guidelines for the use of handcuffs and other mechanical restraints.

5.10.2 POLICY

The San Diego County Probation Department authorizes the use of restraint devices in accordance with this policy, the Use of Force Policy (chapter 14) and department training. Although there may be times where officers apply mechanical restraints to youth to avoid, or at the conclusion of, a use of force incident, the application of handcuffs, leg cuffs, waist chains, or “flexi-cuffs” is not deemed use of force if the youth is complying with officer instructions.

5.10.2 Mechanical Restraint Devices

5.10.2.1 APPROVED MECHANICAL RESTRAINT DEVICES

Mechanical restraint devices include any devices that inhibit or restrict the use of a youth’s extremities or prevent the youth from being ambulatory. Restraint equipment authorized for the use in the juvenile facilities consists of:

- Handcuffs
- Leg cuffs
- Waist chains
- The restraint chair (Use of the restraint chair is always deemed use of force)
- Plastic “Flexi-Cuffs,” for use during emergency situations as authorized by the Watch Commander

Use of any other forms of restraint equipment (soft ties, padded belts and cuffs, restraining boards, etc.) is prohibited, unless approved by the Division Chief with concurrence of the medical/mental health program director or physician. Additionally, officers may only use mechanical restraints issued by the facility. Possession and use of personal handcuffs, or any other restraint device not issued by the facility, is strictly forbidden.

5.10.2.2 EQUIPMENT IN WORKING ORDER

The Watch Commander shall verify that all facility restraint equipment is in proper working order. Restraint equipment shall be inspected on a weekly basis by designated officers. Any equipment not in working order shall be brought to the immediate attention of the Watch Commander and replaced.

5.10.2.3 PURPOSE OF MECHANICAL RESTRAINTS

Mechanical restraints provide temporary confinement/control of youth who are being transported or moved, classified as administrative separation, who present an immediate danger to themselves or others, exhibit behavior that results in

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the destruction of property or reveal the intent to cause self-inflicted physical harm.

The use of mechanical restraints involves placing a youth into handcuffs, leg cuffs, or the restraint chair. The purpose of mechanical restraints is to provide control over the youth's behavior without causing injury to the youth or staff. The application of mechanical restraints allows officers the opportunity to restrain a violent or self-destructive youth in such a way that the youth's physical mobility is restricted. This limits a youth's ability to engage in disordered behavior (prevent an escape, assault on staff, or assault on other youth, etc.). Use of mechanical restraints is a temporary measure that allows a youth to regain self-control in a safe environment and be reintegrated back into a housing unit, or be transported to an administrative separation area.

5.10.3 Use of Mechanical Restraints

5.10.3.1 USE OF MECHANICAL RESTRAINTS

The use of mechanical restraints on youth is authorized when transporting youth to and from a facility (e.g. medical appointments, court appearances, etc.) upon a determination that the restraints are necessary to prevent physical harm to the youth or another person or due to a substantial risk of flight. In cases not involving transportation of youth, mechanical restraints should be used on a limited basis when other behavior control alternatives have been considered and deemed inappropriate. Those other alternatives may include single-person rooms and safety rooms.

Pregnant juveniles or those in recovery from delivery may not be restrained, unless deemed necessary for the safety and security of the juvenile, staff, or the public. In the event a pregnant juvenile needs to be handcuffed or restrained, a supervisor will make the determination that such restraints are necessary for the safety of the person, officers or others.

Mechanical restraints during a juvenile court proceeding may be used only if the court determines that the individual juvenile's behavior in custody or in court establishes a manifest need to use mechanical restraints to prevent physical harm to the juvenile or another person or due to a substantial risk of flight. The court in this instance would be required to document the reason for the use of mechanical restraints in the juvenile's court record.

Officers may temporarily place a violent or disorderly youth in mechanical restraints to gain immediate control of their actions. If the youth is not actively violent or disorderly, placing a youth in mechanical restraints requires the pre-approval and physical presence of the Watch Commander, their designee or the Division Chief. A youth shall remain in mechanical restraints only as long as it is necessary to gain control and/or accomplish transportation needs.

5.10.3.2 RESTRAINT PROHIBITIONS

Mechanical restraints shall not be:

- Used as discipline or as a substitute for treatment
- Used as punishment or as a means to get the youth to follow instructions
- Placed around the neck of the youth
- Applied in any way so as to inflict physical pain, undue physical discomfort or to restrict blood circulation or breathing
- Used to restrain any youth known to be pregnant or in recovery after delivery, by the use of leg chains, waist chains, or handcuffs behind the body.

In addition, youth shall not be restrained to any fixed object, or restrained in the cradle or hogtie positions.

For pregnant youth restraint guidelines and prohibitions, see Manual Section 8.5.11.

Any Probation Department employee who observes a violation of any of the above-referenced restraint prohibitions shall immediately report the violation to the Division Chief or their designee (See Manual Section 14.1, Inappropriate

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Use of Force).

5.10.3.3 OFFICER PRESENCE

When applying restraints, the presence of at least two (2) officers is required. Officers shall never place a youth in mechanical restraints without the presence of another officer to act as a witness and provide backup assistance unless emergency circumstances dictate otherwise. When restraining a female youth, if possible, a female officer should be present and assist fully in the procedure.

5.10.3.4 OFFICER TRAINING

Sworn IS officers must be knowledgeable and trained by the San Diego County Probation Department prior to being issued mechanical restraints or applying any type of mechanical restraint equipment. All officers will receive training from Training Officers in the application of mechanical restraints, including handcuffs, leg cuffs, waist chains, and the restraint chair. Initial training in mechanical restraints will consist of four (4) hours, provided to the employee at the time of their assignment to the Institutional Services Division and subsequent facility orientation training. Additional mechanical restraint training will be provided in conjunction with the sixteen (16) hours of self-defense training provided during an employee's first year at IS. See Manual Section 3.4 for additional information on Officer Training.

5.10.3.5 YOUTH RIGHTS

Youth placed in mechanical restraints shall not be deprived of any of the rights afforded to other youth in the institution, except those made impractical by nature of the mechanical restraints.

5.10.3.6 TEMPORARY USE ONLY

Under most circumstances, all authorized mechanical restraints (leg cuffs, handcuffs) shall be used as a temporary restraint to ensure control of a youth. Use should not exceed fifteen (15) minutes. Mechanical restraints used in excess of fifteen (15) minutes may be authorized by the Watch Commander when it is necessary for the safety of the youth, staff, and the facility. The Watch Commander must review continued retention in mechanical restraints every hour. The exception to this standard is when mechanical restraints are used for transportation or when the restraint chair is utilized.

5.10.4 Application of Mechanical Restraints

5.10.4.1 YOUTH DEPENDENCY

Officers should always remember that a restrained youth is totally dependent upon staff for all of their needs. Officers shall, without exception, remain in the physical presence of any restrained youth until the restraints have been removed.

5.10.4.2 APPLICATION INFLUENCES

The procedure for applying mechanical restraints varies with the nature of the situation. Factors influencing the application of mechanical restraints and the equipment used may include:

- The youth's location (i.e., inside their room versus an open space)
 - The youth's responsiveness to officer instructions
 - The youth's current level of aggression
 - The youth's potential for violence
 - The youth's past record of assaultive behavior
-

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- The youth's classification status and potential for escape

5.10.4.3 VERBAL INSTRUCTIONS

Officers shall provide specific and clear verbal instructions to a youth during the application of mechanical restraints. Officers should explain to the youth what they are doing and why, regardless as to whether they think the youth will understand. The Watch Commander, or the senior officer present, should designate one officer to give instructions to the youth, as too many people telling the youth to do things can be confusing.

5.10.4.4 RESISTANCE DURING RESTRAINT APPLICATION

When a youth begins to resist officers during the application of mechanical restraints, officers shall gain control of the youth by using the amount of force objectively reasonable. Officers should be cautious of partially applied restraints (i.e., handcuffs applied to only one wrist, leg chains applied on only one ankle, etc.), as youth can use these restraints as weapons against officers.

5.10.4.5 PROCEDURES FOR APPLYING HANDCUFFS

The procedures for applying mechanical restraints will vary with the influences described above. When applying mechanical restraints in a controlled situation (i.e. with a compliant youth), the following procedures shall be adopted whenever practical:

1. Notify the Watch Commander and obtain backup as necessary from the facility's Main Control.
2. Secure all youth and public from the area.
3. Obtain Watch Commander approval for application of mechanical restraints as needed.
4. Develop a plan of action for the application of the mechanical restraints under the direction of the Watch Commander. The plan shall include identification of officer roles in the restraint process, verbal instructions to be given to youth, and contingencies for non-cooperative youth. Designate one officer to record the restraint procedure and officers present.
5. Provide specific and clear verbal instructions to the youth as to what you want them to do. If entering a room, instruct the youth to:
 - Go to the "cover" position
 - Go to the prone or "bellies" position
 - Direct the youth to stand facing away from the officer with their hands held behind their back
6. If the youth complies with the verbal instructions, execute the plan of action and apply the handcuffs. When applying the handcuffs, the handcuffing officer shall gain firm control of one (1) of the youth's hands and apply the cuff with the single strand edge of the handcuff facing the youth's wrist. While maintaining control of the youth's cuffed hand, officers shall place the youth's second hand into the handcuffs. When properly secured, check the cuffs for tightness or looseness and adjust the cuffs accordingly. Using the handcuff key, double-lock the handcuffs to ensure they do not close any tighter on the youth's wrist.
7. Always be sure that the youth's circulation is not restricted. You should be able to pinch together your thumb and index finger between the youth's skin and the handcuff (at the edge of the wrist where the bone is).
8. Caution: Some youth (particularly slender male youth and many females) might be able to slip their hands out of the locked handcuff. In this instance you may need to tighten the handcuffs, but in all cases the youth's circulation must not be restricted.
9. When applying handcuffs to a physically combative/resistive youth in their room, the initial objective shall be to place the youth on the floor in a prone position. In such cases, assistance of a third officer in bringing the youth into a controlled position on the floor may be required. When facing a combative youth, only the level of force that is necessary to control the youth is authorized. Staff are to exercise caution in this application to avoid any obstruction to breathing that might be presented by being facedown.
10. Begin the relocation process at the direction of the Watch Commander or designee.

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This procedure is most applicable when the mechanical restraint application occurs in a controlled setting, with the youth's cooperation. In cases where setting is not controlled (i.e., fights or riots) or where the youth is uncooperative, the mechanical restraint procedure may be modified. All modifications must adhere to the policy of using the level of force that is objectively reasonable. In cases of fights, riotous behavior, or other emergency situations, the application of mechanical restraints may be applied prior to receiving Watch Commander approval.

In situations where one pair of handcuffs does not appear sufficient to restrain the individual or may cause unreasonable discomfort due to the person's size, officers should consider alternatives, such as using an additional set of handcuffs, an oversized set of handcuffs or multiple plastic cuffs. Planning the form of restraint gear used is an important aspect of any situation involving mechanical restraints.

5.10.4.6 APPLYING WAIST AND LEG RESTRAINTS

Waist and leg restraints, sometimes referred to as “shackles,” shall only be applied in a controlled situation with sufficient officers present. When the youth's behavior is violent or otherwise out of control, officers should consider the use of other alternatives to gain control and compliance, such as the safety room ([Manual Section 5.12](#)) or the restraint chair (Manual Section 14.4). Leg and waist restraints shall not be applied to a violent or resistant youth unless directed by the Watch Commander or other facility supervisor. Leg and waist restraints are used in the following situations:

- Transporting an in-custody youth, or adult ward of the Juvenile Court, to destinations outside of the facility (e.g. court appearance or medical appointment) when a determination has been made that restraints are necessary to prevent physical harm to the juvenile or another person or due to a substantial risk of flight.
- Transporting youth between juvenile detention facilities when a determination has been made that restraints are necessary to prevent physical harm to the juvenile or another person or due to a substantial risk of flight.
- Placing a youth on Administrative Separation as ordered by the facility Division Chiefs.

Officers shall adhere to the following standards when applying leg and waist restraints:

1. Check the leg cuffs and waist chains to ensure they are in proper working condition. Close the handcuffs on each device and unlock them with the keys the officer intends to unlock the youth with later, checking to ensure that the locks work and the handcuffs do not jam closed.
2. Secure all uninvolved youth and public from the area.
3. Ensure that a minimum of three (3) officers are present.
4. Assign one officer to provide specific instructions to the youth as to what they must do. During the application of restraints, explain to the youth what you are doing and why, regardless as to whether you think they will understand.
5. When not actively engaged in applying the restraints, each officer should focus their attention on the youth's demeanor and physical posture, observing for signs of agitation or aggression. When not actively applying restraints, the third officer shall stand behind the youth and direct the restraint process.
6. Instruct the youth to stand facing away from the officers. One officer shall stand on the youth's right side and one shall stand on the youth's left side, controlling the youth's hands and feet using arm control.
7. Once control of the youth has been established, the third officer shall secure the waist chain around the youth's waist above the hipbones, ensuring the chain is tight enough that the youth cannot slip out. The officer shall lock the waist chain in place.
8. With the waist chain handcuffs' blades pointing forward, the officers controlling the youth's hands shall move the hands, one at a time, from their corresponding sides to the cuffs on their corresponding sides. The third officer shall then double lock the handcuffs.
9. After securing both hands into the waist chain handcuffs, officers shall maintain control of the youth's arms.
10. The third officer shall secure the youth's ankles in the ankle restraints. The third officer shall then double lock the ankle restraints or lock the ankle restraint padlock.
11. Officers shall never leave a shackled youth to walk alone on uneven surfaces, as the youth are unable to catch themselves if they fall over.

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Officers should be mindful of the following medical considerations whenever applying mechanical restraints:

- **Circulation:** Always be sure that the youth’s circulation is not restricted. You should be able to fit one (1) finger between the youth’s skin and the mechanical restraint.
- **Skin Irritation:** If the youth’s skin becomes irritated, remove the restraints (one at a time) and pad with a soft material.
- **Medical Evaluation:** Ensure that medical evaluations are performed after the removal of mechanical restraints and at regular intervals as determined by medical staff while in mechanical restraints, unless otherwise ordered by Medical Clinic personnel.

Also consider the “Symptoms Requiring Immediate Medical Attention” sections in Manual Section 14.4.

5.10.4.8 REMOVAL OF HANDCUFFS

Mechanical restraints are typically removed after completing the transfer of the youth to their intended destination. In non-compliant cases, mechanical restraints are to be removed immediately upon determining that the youth has regained self-control. When removing mechanical restraints, officers are reminded to always maintain control of the handcuffs and body appendages to avert the possibility of a serious injury. A removed handcuff should always be firmly grasped by the officer until both handcuffs have been completely removed.

In removing handcuffs from a youth who has been physically relocated due to safety/security, the following procedures shall apply:

1. Obtain Watch Commander approval and supervision of un-handcuffing process.
2. Develop a plan of action for the removal of the mechanical restraints, under the direction of the Watch Commander. The plan shall include identification of officer roles in the mechanical restraint removal process, verbal instructions to be given to youth, and contingencies for uncooperative youth.
3. Provide specific and clear verbal instructions to the youth as to what you want them to do. Explain to the youth what you are doing and why, regardless as to whether you think they will understand.
4. If youth is compliant, instruct the youth to kneel if with their legs crossed. If youth is non-compliant, place prone on the floor.
5. Search the youth for contraband.
6. If youth is in the prone position assign one officer to the un-handcuffing role, one officer to control the youth’s feet and one officer designated for backup if non-compliant.
7. Un-handcuff one hand, secure the handcuff, and instruct the youth to keep their hand behind their back.
8. Repeat the process for the second hand.
9. Instruct the youth to remain still until all officers have exited the room.
10. The Watch Commander shall ensure that an officer contacts the medical clinic and requests that medical personnel evaluate the youth for injuries and any needed medical treatment. Officers should also provide a mental health referral, as needed.

5.10.4.9 REMOVAL OF WAIST AND LEG RESTRAINTS

The procedures for removing leg and waist restraints are identical to the procedures for applying the restraints, but in reverse order. There shall again be a minimum of three officers present during the process. Officers shall remove the restraints in the reverse order of how they were applied, beginning with removal of the leg restraints.

After the restraints have been removed and an officer is controlling each of the youth’s hands, the third officer shall instruct the youth not to move until being told to do so. The officers controlling the youth’s hands shall not release their holds until signaled by the third officer. In the event the youth is housed in a room with a door flap, the third officer will replace waist chains with handcuffs. Once the youth is secured in the room, the handcuffs will be removed through the flap by the officer.

5.10.4.10 RESISTANCE DURING RESTRAINT REMOVAL

Youth who are uncooperative and physically aggressive are not to be removed from their mechanical restraints until they are sufficiently self-controlled and no longer dangerous to themselves or others. If the Watch Commander

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determines that a youth cannot be safely removed from mechanical restraints, the youth shall be placed under constant visual observation to ensure their safety and wellbeing, until the mechanical restraints are removed. Constant visual observation is defined as the physical presence of an officer with the youth and does not include closed-circuit television monitoring. Such observation shall be documented in an Incident Report and on the Safety Room/Restraint Chair Log, if necessary. Continued retention in mechanical restraints shall be reviewed a minimum of once every hour by the Watch Commander.

5.10.4.11 WATCH COMMANDER REVIEWS

Placement of a youth in mechanical restraints is initiated only by securing the approval of the Watch Commander or Unit/cottage Supervisor, except in cases of an emergency or routine transportation. Continued retention must be subsequently approved by the Watch Commander, following each one-hour interval of retention time. At the end of two (2) hours of continuous retention in mechanical restraints, the Watch Commander must conduct a formal review of the youth's retention in the mechanical restraints. Medical and mental health opinions will be considered in the review process and a decision must be made to either:

- Release the youth
- Transfer the youth to the Safety Room
- Send the youth to the Emergency Screening Unit (ESU) to be assessed for mental health hospitalization
- Retain the youth in the mechanical restraints

The Watch Commander will immediately screen a decision for continued retention with the Division Chief for approval of the retention decision. This Watch Commander review process shall be repeated for each subsequent hour of retention until the youth is released, transferred to the safety room, or sent to ESU. After each Watch Commander review process is conducted, a record of the review shall be documented, which shall provide justification for continuing the youth's mechanical restraint status. All documented reviews shall be entered into the Supervisor's addenda of the Incident Report.

5.10.4.12 DOCUMENTATION

When officers apply restraints during the use of physical force (see Manual Section 14.1.1), officers shall document all uses of mechanical restraints on an Incident Report. The report shall be completed and given to the Watch Commander prior to the end of an officer's assigned shift.

When waist and leg restraints are applied for the purpose of transportation (see Manual Section 5.10.5.6), officers shall document such use and the reason restraints were necessary on the transportation restraint log.

5.10.5 Medical Referral, Treatment and Review

5.10.5.1 MEDICAL CHECK

The application of mechanical restraints shall always be followed with a prompt medical evaluation of the youth by a qualified representative of the Medical Clinic, other than for routine transportation trips or routine movement of youth on Administrative Separation (AS). The Watch Commander shall ensure that medical checks of all restrained youth are completed in a timely fashion.

5.10.5.2 MEDICAL PRECAUTIONS

Whenever possible, officers should avoid using mechanical restraints on a youth who has any known medical condition that would contraindicate the use of restraint devices. The following medical conditions are indicators that mechanical restraints should be avoided when reasonably possible:

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- Documented medical history of asthma or other respiratory problems
- Documented medical history of heart disease or related problems
- Documented medical history of seizures
- Current use of psychotropic stimulant medication

- Current use of stimulant controlled substances such as cocaine, amphetamine, methamphetamine, PCP, etc.
- Any other known medical problems that might be aggravated by being immobilized in mechanical restraint (e.g. broken extremities, cast, prosthetics, etc.)
- Extreme obesity (which may contribute to “Positional Asphyxia”).
- Pregnancy

5.10.5.3 TWO HOUR MEDICAL ASSESSMENT

When a youth remains in mechanical restraints (i.e., handcuffs and leg cuffs) for more than two (2) continuous hours, a medical assessment must be obtained to continue retention of the youth in mechanical restraints. The youth shall be medically cleared for continued retention at least every three (3) hours thereafter. A mental health consultation shall be secured as soon as possible, but in no case longer than four (4) hours from the time of placement, to assess the need for mental health treatment. The Watch Commander shall ensure that these medical checks have been completed as mandated in this policy and in Title 15.

5.10.5.4 SYMPTOMS REQUIRING IMMEDIATE MEDICAL ATTENTION DURING MECHANICAL RESTRAINT

Officers shall contact the Watch Commander and/or medical staff whenever the actions of the youth or the mechanical restraints appear to be endangering the youth’s physical or mental well-being. While a youth is in mechanical restraints, officers must observe the youth for the following signs or symptoms requiring immediate medical/mental health referral:

- Bleeding
- Dehydration (especially common when taking psychotropic medication)
- Exhaustion (from struggling)
- Respiratory Failure (no breathing)
- Cardiac Failure (no heartbeat)
- Strangulation
- Aspiration (breathing difficulty)
- Muscular injury
- Circulatory impairment
- Fractures
- Kidney damage (possibly indicated by inability to control bodily functions or blood in a youth’s urine/stool)

5.10.5.5 CIRCULATION CHECKS

Whenever mechanical restraints are applied to a youth’s wrist or ankles, they must be checked by officers (or clinic staff) at least every fifteen (15) minutes to ensure that circulation of the blood and the associated body parts have not been unduly restricted. Checks must be by visual observation and does not include Closed-Circuit Television Monitoring. Handcuffs and leg cuffs shall always be double locked to prevent slippage. Additionally, officers shall ensure that youth in mechanical restraints are checked by the medical staff for injuries as soon as practical. Officers shall comply with any medical recommendations for adjustment made by the nurse, unless precluded by safety/security concerns, as determined by the Watch Commander.

5.10.5.6 EXERCISING EXTREMITIES

All youth held in mechanical restraints for a period of two (2) continuous hours shall be allowed to exercise their extremities for ten (10) minutes. Under the direct supervision of the Watch Commander or designee, officers shall release no more than one (1) restrained limb at a time, to allow the youth to engage in range of motion movement. Exceptions to this mandate may only be made by the Watch Commander, in consultation with medical staff. Exercise of extremities may be denied for restrained youth whose behavior represents a clear danger to officers, other persons,

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or other youth.

San Diego County Probation Department Institutional Services Policies	<u>SUBJECT:</u> Safety/Security Removals/Administrative Removals of Youth <u>SECTION:</u> 5.11 <u>AUTHORITY:</u> Article 5, Section 1362, Title 15 and Chief Probation Officer
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5.11 Safety/Security Removals/Administrative Removals of Youth

5.11.1 INTRODUCTION

This section details policy and procedure surrounding the physical removal of a youth from a housing unit, or other area of the facility, or from the facility, due to safety and security.

5.11.2 POLICY

Youth who exhibit violent behavior or are unable to follow facility rules, may need to be physically removed to another facility or housing unit. These youth may be temporarily assigned to another housing unit or facility.

5.11.3 SITUATIONS THAT MAY REQUIRE REMOVAL

Periodically, situations occur in the housing units that require the physical removal /Administrative Removal (AR) of a youth to their room or from the unit or cottage. Such situations may arise when:

- A youth physically assaults a staff member
- A youth physically assaults another youth
- A youth engages in or solicits riotous acts or behavior
- A youth engages in the willful and significant destruction of property
- A youth engages in or threatens self-harm
- A youth refuses a reasonable request to accompany a staff member to a room or area designated by staff

Under these circumstances, officers are authorized (with Watch Commander concurrence) to physically remove any youth whose behavior endangers the safety and security of the facility, its unit/cottage programs, its staff members, and other youth.

5.11.4 SUPERVISOR AUTHORITY

Except in an emergency (riot, multiple events), officers shall acquire the presence and approval of the Watch Commander or their designee (SPO, SrPO) prior to the physical removal of a youth. In emergency situations, the presence of the Watch Commander shall be obtained at the earliest possible time.

5.11.5 SECURE UNIT

Prior to the physical removal of a youth, officers shall secure the unit/cottage by placing the other youth in their rooms, or on their beds, or moving the other youth to a safe area designated by the Watch Commander.

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5.11.6 ISOLATE YOUTH

If removing a youth from an occupied room, officers shall separate the roommate(s) in another location. Camp officers shall separate the youth in the dayroom until the Watch Commander arrives to take custody of the youth.

5.11.7 INFORM THE FACILITY’S MAIN CONTROL

The senior officer or their designated representative shall inform the facility’s Main Control of the situation and request:

- The unit/cottage be sealed off from traffic
- Back-up officers be sent to the unit/dorm
- The Watch Commander report to the unit/dorm
- An isolation or safety room be made available, pending the Watch Commander’s decision to remove the youth.

5.11.8 RESTRAINTS

Handcuffs are to be utilized during the process. When restraints are used during a removal, procedures outlined in Manual [Section 5.10.3](#) shall be followed. When applying handcuffs, officers are to ensure that they are double locked prior to walking the youth to the relocation area. Additional mechanical restraints, such as the restraint chair, may be necessary to transport an uncooperative youth to the designated relocation area. Use of the restraint chair shall be at the discretion of the Watch Commander.

5.11.9 “BENT-OVER” POSITION

When a youth refuses to comply with the removal process and whose behavior is creating an unsafe situation for officers or other youth, the Watch Commander may direct that the youth be escorted to the relocation area in the “bent-over” position, as follows:

1. The two escorting officers, with their opposite hand of the youth’s arm being controlled, will slide their hand up the youth’s back under the controlled arm.
2. The officer will hook their hand over the youth’s triceps area.
3. With the officer’s opposite hand, they will place it on top of the hooked hand to reinforce the hold. In extreme cases in which a youth is very flexible or able to slide out of the control the officer may need to reinforce the grasp by holding the youth’s wrist/ arm.
4. At the Watch Commander’s direction, the officers shall walk the youth to the relocation area.
5. If the youth refuses to walk, all efforts shall be made to counsel the youth to comply. If compliance cannot be obtained the restraint chair may be used to transport the youth.

During the removal process, the Watch Commander may direct the escorting officers to release their control hold and return the youth to the “upright” position, if the Watch Commander feels that the youth will walk voluntarily without resistance.

5.11.10 PAIN COMPLIANCE PROHIBITED

Under no circumstances shall pain compliance be utilized in the process. Officers are not to initiate a pain compliance hold to maintain control of a struggling youth.

5.11.11 MOVEMENT ALTERNATIVES

There may be circumstances where walking a youth to the relocation area is difficult or impossible. In these circumstances, the Watch Commander may direct that the youth be placed in the Restraint Chair and moved to the relocation area (see Manual Section 14).

During the removal process, officers are never to pick a youth up off the floor and carry them to the designated relocation site due to the potential for injury to both officers and the youth.

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5.11.12 SEARCHING AND REMOVING HANDCUFFS AT THE RELOCATION AREA

Officers shall adhere to the following procedures upon arriving at the relocation area:

1. Prior to a youth being placed into a relocation area, the room shall be searched for contraband and stripped of all non-essential items (books, clothing, etc.)
2. Upon entering the room, the youth shall be searched for contraband while handcuffed
3. One officer shall be designated to have OC spray available to deter potential aggressive acts by a youth, as officers un-handcuff the youth and exit the room.
4. Handcuffs or other restraint devices shall be removed at the direction of the Watch Commander.
5. Officers shall instruct the youth to remain motionless until all officers have safely left the relocation area and the room door is closed.

5.11.13 MEDICAL CHECK

Upon completion of the removal process, the officer that un-handcuffed the youth (or another designated by the Shift Leader or Watch Commander) shall alert medical staff and have them conduct a physical check of the youth for injuries.

5.11.14 REMOVAL DURATION

When a youth is placed on Safety and Security (SSR) status, the following procedures apply: (procedural attachment [5.11.14](#)).

5.11.15 DOCUMENTATION

An Incident Report is required for all removals. An Officer from the unit/cottage where the removal occurred shall write the Incident Report, unless otherwise directed by the Watch Commander. Officers shall complete these reports promptly and make them available for the Watch Commander's review prior to the end of the shift. All reports shall include whether the youth struggled or was cooperative in the process and other details as listed under Manual Section 4.4.1.2.

5.11.16 YOUTH'S PROPERTY

After the youth has been removed to the new location, unit officers shall ensure that all their personal property is collected and placed in a bag for storage. The youth's linen is to be collected and sent to the new location. Note: Youth workers shall not be utilized to collect the personal property of a removed youth. An officer must collect the property and store it in a safe location for the youth's return to the unit/facility.

San Diego County Probation Department Institutional Services Policies	<u>SUBJECT:</u> Use of the Safety Room a Detention Facility <u>SECTION:</u> 5.12 <u>AUTHORITY:</u> Article 5, Sections 1359 and 1362; Article 8, Section 1437, Title 15
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5.12 Use of the Safety Room

5.12.1 INTRODUCTION

Each safety room is a stripped room, constructed of specialized materials that minimize the potential for injury by youth who engage in physically destructive behavior. Title 15 establishes exact standards for the use of safety rooms in juvenile facilities. To avoid liability and ensure the safety of a youth, officers must know these standards and strictly adhere to the policy and procedures established in this section.

5.12.2 PURPOSE

The safety room is a temporary arrangement for housing only those youth who:

- Present an immediate danger to themselves or others
- Exhibit behavior that results in the destruction of property
- Reveal the intent to cause self-inflicted physical harm.

The use of the safety room involves placing the youth in a stripped room with a safety floor and walls. Utilization of this room is a temporary measure geared toward providing a place for a youth to “cool down” and regain self-control, prior to being reintegrated back into a living unit. A youth shall remain in the safety room only as long as necessary to gain control.

5.12.3 PLACEMENT PROHIBITIONS

The safety room may only be used when a youth presents an immediate danger to themselves or others, exhibits behavior that results in the destruction of property, or reveals the intent to cause self-inflicted physical harm.

Officers shall adhere to the following policies regarding placement of youth in the safety room:

- A youth shall remain in the safety room only as long as necessary to gain control of their actions
- The safety room is not a detoxification/sobering room and cannot be utilized for that purpose
- The safety room is not to be used for discipline or punishment
- The safety room is not a substitute for treatment.

5.12.4 24-HOUR RULE

A youth shall not be retained in the safety room for more than twenty-four hours under any conditions. Prior to expiration of the twenty-four hour period, the Watch Commander, in consultation with the California Forensic Medical Group and the Juvenile Forensics Services STAT Team, will determine if the youth should be removed from the safety room, moved to the restraint chair, or be sent to the Emergency Screening Unit (ESU) for assessment for mental health hospitalization. (Title 15, Sections 1359(f) and (g)).

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5.12.5 AUTHORIZATION FOR USE

The following officers are authorized to approve a youth's placement in the safety room:

- The facility Watch Commander
- Unit Supervising Probation Officer
- Facility Division Chief

Under extreme conditions in which a youth is in imminent danger of harming themselves and/or others, an officer may place a youth in a safety room without prior Administrative/Watch Commander approval. However, when this is done, an Incident Report shall be written that clearly states the unusual circumstances necessitating use of the safety room without prior approval. As soon as circumstances permit, the Watch Commander shall be notified of this action.

5.12.6 ADMINISTRATIVE SUPERVISION

Placement of a youth in the safety room shall be done under the direct supervision of the Watch Commander, or in their absence, a Unit SPO or Facility Division Chief. The facility Division Chief must be notified of incident within twenty-four (24) hours.

5.12.7 ITEMS PERMITTED IN SAFETY ROOM

Prior to placing a youth in the safety room, officers shall search the youth thoroughly to prevent the introduction of contraband into the room. While in the safety room, a youth's clothing should be minimal but within the boundaries of propriety and decency. If a youth's actions indicate a potential for the use of clothing to inflict self-harm, the youth shall be allowed to wear a suicide-prevention safety gown and have a suicide-prevention safety blanket. As appropriate, the Supervising Administrative Officer may approve placement of a mattress in the safety room as long as the youth's actions do not create a danger of self-harm or destruction of county property.

5.12.8 PLACEMENT PROCEDURES

Placement of a youth in a safety room must be accomplished with caution due to the unpredictable behavior often exhibited by the safety room candidate. Prior to placing the youth in the safety room, the following procedures shall be adopted by all officers involved in the safety room placement process, whenever practical:

1. Notify the Watch Commander and obtain approval for placement in the safety room.
2. Obtain backup officers as necessary from the facility's Main Control to assist in placement.
3. Secure all youth and public from the area.
4. Clear safety room of all extraneous items that may be present. Search and secure the room of all contraband.
5. Develop a plan of action for the placement of the youth into the safety room. Under the direction of the Supervisor or Division Chief, the placement plan shall include identification of roles for all assisting officers in the placement process, the verbal instructions to be given to the youth and contingency actions for non-cooperative youth. Designate one officer to record the placement procedure and the officers present.
6. Provide the youth with clear instructions as to what is expected of them. Inform the youth of the actions officers intend to take and the desired response expected of them.
7. Place the youth in the safety room. A youth placed in the safety room will typically enter in handcuffs. Upon entry, the youth will be instructed to drop to their knees in order to facilitate the un-cuffing process. Provide assistance to the youth to move into this position. Officers shall help the youth to lie on the floor face down; making sure the youth is placed down as carefully as possible to avoid injury.
8. Conduct a search of the youth for contraband. Upon completion of the search, position officers at each side of the youth, controlling the youth's arms.
9. Remove all the handcuffs. Designate a third officer to remove the handcuffs in accordance with policy on the removal of mechanical restraints (Manual [Section 5.10.3](#)).
10. Exit the safety room as quickly and safely as possible. Instruct the youth to stay in the face down position without moving until officers have left and the door closed.
11. Notify and secure Medical and Mental Health response to the safety room placement.

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12. Designate officers to provide constant direct visual observation.

13. Begin Safety Room Log documentation (see below paragraph).

5.12.9 SAFETY ROOM LOG

Documentation of all youth placed in the safety room is required. Officers shall record the following information on the Safety Room Log at least once every fifteen (15) minutes or when a significant event occurs:

- Name of the youth
- Their unit assignment
- Time of entry
- Time of release
- Times of all officer and medical observational checks
- Observations of the youth's behavior
- Physical appearance

Additional documentation of information shall include:

- Staff offers of nutrition and fluids (including youth response)
- Attempts to use less restrictive means of control
- Injuries sustained while in the safety room
- Observations of unusual behavior of the youth during confinement
- Administrative decisions to continue and end placement

The Safety Room Log shall be monitored by the Watch Commander to assure entries are consistently and accurately recorded. When the youth is released from the safety room, the Safety Room Log with completed last page will be submitted to Watch Commander.

5.12.10 CONTINUOUS DIRECT VISUAL SUPERVISION

While a youth is in the safety room, an officer shall remain outside the safety room door and shall keep the youth under continuous direct visual supervision. Continuous direct visual supervision is defined as an officer in the constant physical presence of the youth. Audio-visual monitoring cannot substitute for the physical presence of an officer. The purpose of direct visual supervision is to ensure the safety of the youth who is at risk of injuring themselves or is otherwise unstable. Officers shall contact the Watch Commander and/or medical staff whenever the youth's actions appear to be endangering their physical or mental well-being.

5.12.11 YOUTH'S PERSONAL NEEDS

During the time a youth is in the safety room, the youth's personal needs, especially nutritional requirements and fluid intake, are the responsibility of Probation staff. Fluids are especially important, given that youth in safety rooms are likely to have high fluid replacement needs due to elevated physical exertion. Water shall be offered to the youth every thirty minutes or more often, if the youth requests it. The officer assigned to continuously supervise the youth shall document all offers/acceptance/refusal of fluids in the Safety Room Log.

If the youth is in the safety room during mealtime, officers shall offer the youth their meal. If the youth accepts the meal, staff shall carefully examine the continued necessity of the safety room. If the youth declines the meal or if their behavior remains so out of control that a meal cannot safely be served, place the meal aside and offer it again upon the youth's release from the safety room. The officer assigned to continuously supervise the youth shall document all offers/acceptance/refusal of food in the Safety Room Log.

When addressing the nutritional and fluid needs of safety room youth, use of paper plates, cups and other non-hazardous materials is required to lessen the risks of the youth obtaining materials that could be used as weapons or instruments of self-harm.

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5.12.12 RESTROOM USE

Because safety rooms do not have a toilet, officers must escort the youth from the safety room to toilet facilities. If the youth requests to use the restroom, contact the Watch Commander, obtain back-up officers and escort the youth to a restroom under the direct supervision of the Watch Commander. The Watch Commander shall at this time evaluate the continuing need for the safety room and discontinue the safety room status if it appears that the youth has reasserted control over their behavior.

As a general rule, when attending to personal hygiene needs treat the youth with as much dignity as possible, while still maintaining safety and security measures.

5.12.13 EQUAL RIGHTS

Youth placed in the safety room shall be afforded the same rights provided to other youth if their behavior makes it practicable, including but not limited to attention to personal needs and visits (parents, professional, and attorney).

5.12.14 ONGOING MEDICAL AND MENTAL HEALTH ASSESSMENTS

A nurse from the Medical Clinic must be summoned immediately after the youth is placed in the safety room to assess the youth's medical and mental health condition. Responsibility for this notification shall lie with Watch Commander, or in case of emergency placement, with the officer responsible for placing the youth in the safety room.

During the youth's placement in the safety room, medical assessment shall be performed once per hour or at any time when requested by Probation officers. Medical evaluations shall include:

- Assessment of the mental and physical status of the youth
- Appropriateness of placement in the safety room
- The need for additional referral for mental health and/or medical evaluation

Medical clearance for continued retention in the safety room shall be performed at least every twenty-four hours.

Juvenile Forensic Services (mental health STAT Team) shall be contacted immediately after a youth is placed in the safety room and provide an initial mental health assessment within one hour if on site, but no later than eight hours following placement in the safety room. Upon release from the safety room, the youth shall be referred to mental health and required to undergo a mental health evaluation. If Mental Health STAT Team is not on site Medical staff will call the on-call psychiatrist.

5.12.15 ADMINISTRATIVE REVIEWS

Placement of a youth in a safety room is initiated by approval of the Watch Commander or Unit Supervisor. The Watch Commander, following each one (1) hour interval of retention time, must subsequently approve continued retention. The Watch Commander shall initial the Safety Room Log each hour, indicating the time that approval was given to continue safety room retention. At the end of four (4) hours of continuous retention in the safety room, the Watch Commander must conduct a formal review of the youth's retention in the safety room and provide documented justification for continuing the retention of the youth in the safety room.

This Watch Commander review process shall be repeated every four hours, until the youth is released. After each four-hour review is conducted, a record of the review shall again be entered in the Safety Room Log form, which shall provide justification for continuing the youth's safety room status.

5.12.16 RELEASE AUTHORIZATION

Release of a youth from the safety room shall only be authorized by the Watch Commander or other designated Administrative Officer in collaboration with Mental Health staff. Release from safety room placement shall always occur at the earliest time possible when sufficient self-control has been recovered. Following release from the safety

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room, the Watch Commander shall contact the Medical Clinic and Juvenile Forensics (mental health), and request a medical and mental health evaluation of the youth as soon as possible.

5.12.17 REPORTS

An Incident Report is required for all incidents involving the safety room and shall include any youth comments or interaction with officers or medical staff during confinement and the details specified in Manual Section 4.4.1.2. Place completed copy of Incident Report or draft in Division Chief Office upon completion of shift.

5.12.18 WATCH COMMANDER INVESTIGATION

Following each safety room incident, the Watch Commander shall conduct an investigation to determine the following:

1. The reason(s) the incident occurred.
2. Whether the incident could have been avoided.
3. Whether officers handled the incident properly.
4. Whether less restrictive means of control were attempted and the results of those attempts.
5. Observations of the youth while in the safety room.
6. Factors resulting in the decision(s) to continue and/or end placement in the safety room.
7. What could be done to prevent similar incidents in the future.

The Watch Commander shall use the results of the investigation to prepare any reports regarding the incident and inform the Facility Division Chief of any corrective actions, policy changes or officers performance issues resulting from the incident.

5.12.19 ADDITIONAL REVIEWS

Following the Watch Commander's investigation, a review by the Division Chief, medical Program Manager, STAT Program Manager and the Quality Assurance Specialist shall be completed within 72 hours.

San Diego County Probation Department Institutional Services Policies	<u>SUBJECT:</u> Youth Searches <u>SECTION:</u> 5.13 <u>AUTHORITY:</u> Article 5, Sections 1350-1362, Title 15; Penal Code Section 4030
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5.13 Youth Searches

5.13.1 OVERVIEW

Institutional Services (IS) officers’ conduct youth searches to assure the safety of the youth and staff, as well as to ensure and maintain an environment that is free from any item that is not specifically permitted by written institutional policies and procedures.

5.13.2 POLICY

Youth and facility searches are permissible and expected, whenever officers have cause to believe that one or more youth may possess contraband, or when they have reason to believe the safety, security and order of the facility is threatened. Searches shall be conducted on youth and the facility on a regular random and routine basis to ensure continued facility safety and security. Searches shall not be conducted as a form of youth discipline, punishment, or harassment. Staff members shall wear gloves when conducting any search.

5.13.2 Types of Searches

5.13.2.1 SEARCH PROCEDURE GUIDELINES

Staff shall abide by specific rules and regulations when conducting a search. The following procedural guidelines describe the type of search authorized and the circumstances, which make a search permissible:

5.13.2.2 TYPES OF YOUTH SEARCHES

The following definitions indicate the type of youth searches that are authorized and permissible. Circumstances shall dictate the type and appropriateness of a search, as well as the associated restrictions. Staff should routinely use less intrusive searches first with their findings used to determine whether to escalate to the next level of search, unless facts are readily apparent to support a strip search.

1. **Pat Down:** Pat-down searches are routinely performed on all youth at the time they enter a juvenile detention facility. Pat-down searches are also authorized on a routine basis for all youth entering the facility or returning to their unit/cottage after departing the unit unescorted, (i.e., for interviews, errands to the facility’s Main Control area or the kitchen, kitchen workers, return from court, school or outdoor recreation, etc.).

Definition: A pat-down search is a cursory search of a youth while the youth is clothed. A pat-down search is performed by a staff member and involves the physical patting down of the youth’s outer clothing. Staff may also choose to use a wand/metal detector.

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2. **Routine Searches:** Routine searches are routinely performed on all youth at initial entry into a juvenile detention facility. Searches are also authorized on a routine basis for youth should the need exist to search beyond the basic pat-down search.

Definition: A routine search is defined as a more thorough process of searching as a youth's clothing may be manipulated to look for hidden contraband while the youth is still clothed. A search is performed by a sworn officer and involves the physical patting down of a youth's outer clothing and the manipulation of pockets, waistbands, shoes, socks, etc. Additionally, a search will include officers using the blade of their hands to search private areas. Staff may also choose to use a wand/metal detector.

3. **Strip Search:** Strip searches are permitted only when there are specific and articulable facts that support individualized reasonable suspicion to believe that the youth is concealing a weapon or contraband that a strip search will discover. Written authorization of a Supervisor is required for a strip-search.

Definition: A strip search of a youth is a search conducted by staff that requires a youth to remove or arrange some or all of their clothing, so as to permit visual inspection of the underclothing, breasts, buttocks, or genitalia of the youth. The purpose of the strip search is to prevent a youth from bringing unauthorized contraband into the facility, particularly contraband consisting of drugs, drug paraphernalia and weapons. However, under no circumstances shall a strip search involve physical contact with a youth's body or physical intrusion into a body cavity by staff.

4. **Body Cavity Search:** A body cavity search is the physical intrusion into the body cavity of a youth for the purpose of discovering concealed objects. IS staff members shall never conduct a physical body cavity search at any time. See Section 5.13.6 below for more detailed information on Body Cavity Searches.

5.13.3 General Guidelines

5.13.3.1 GENDER CONSIDERATIONS

Whenever a search is conducted on cisgender youth, male staff shall search male youth, and female staff shall search female youth. Transgender youth can choose either male or female staff to conduct searches while detained in the facility. At the time of intake, the officer shall provide the youth with the Transgender Preference Form, which designates the sex of the staff they would prefer to conduct the searches.

5.13.3.2 UNUSUAL CIRCUMSTANCES

If unusual circumstances preclude a same sex search, a written request to conduct an opposite sex search shall be submitted to the Watch Commander via an Incident report, specifying the need for the search and the circumstances preventing a search by an officer of the same sex. The Watch Commander shall be required to provide written authorization prior to conducting an opposite sex search.

5.13.4 Specific Rules for Strip Searches

5.13.4.1 STRIP SEARCH

A strip search may be conducted of any youth only when there are specific and articulable facts that support individualized reasonable suspicion to believe that the youth is concealing a weapon or contraband that a strip search will discover, and after a strip search has been authorized in writing, in advance, by a Supervisor. Under no circumstances may IS officers have physical contact with a youth's body during a strip search. The only exception to the no physical contact rule is if a youth suddenly becomes physically combative and must be restrained (for the safety and security of the institution) under the "Use of Physical Force" rules contained in Manual Section 14. All strip searches must be documented in the manner required by Penal Code section 4030.

5.13.4.2 STRIP SEARCHES DURING DETENTION/ COMMITMENT

In addition to strip searches conducted as part of the intake and booking process, strip searches can also be conducted at any time during detention/commitment when there is reasonable suspicion to believe a youth of being under the influence of an intoxicant, in possession of a controlled substance, in possession of a weapon, or in possession of unauthorized contraband, i.e., matches, tobacco, etc.

5.13.4.3 SAME SEX ONLY

Except as specified for transgender youth in Section 5.13.4.1, no officer of the opposite sex may be present during a strip search of a youth. The only exception to this rule is when a youth becomes violent or combative during the search. In that case only, and for the safety and security of the institution, officers of the opposite sex may respond to assist only in regaining control. (See paragraph on "Unusual Circumstances" in Section 5.13.4.2 above). After the event, the Watch Commander must be notified.

5.13.4.4 PRIVATE AREA FOR SEARCH

When strip searches are conducted, they must be done in an area of privacy, so as not to be observed by any person not participating in the search. Persons are considered "to be participating" in the search if their official duties relative to search procedures require them to be present at the time the search is conducted. During strip searches, staff shall treat youth in a courteous and respectful manner. Derogatory or complimentary comments or others inappropriate references about a youth's body shall not be made.

5.13.4.5 GROUP STRIP SEARCHES ARE NOT ALLOWED

Strip searching, including visually inspecting, multiple youth at the same time in the same place constitutes a group search. Group strip searches are not to be conducted unless there is a privacy curtain or partition that would prevent the youth from seeing each other during the strip search.

5.13.4.6 STRIP SEARCH PROCEDURES

A strip search shall consist of the following actions by the inspecting officer:

1. The officer shall observe the youth at all times during the entire process so that no contraband is overlooked.
2. The officer shall check the youth's hair for contraband. The officer shall look at the inside of the youth's mouth, paying particular attention to the area under the youth's tongue. The officer shall look inside the youth's nose, and inside and behind the youth's ears.
3. In an area of privacy, the officer shall direct the youth to remove all their clothing one item at a time and hand each item to the officer.
4. The officer shall have the youth display the bottom of each foot individually.

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5. The officer shall direct the youth to raise their arms and turn around in a complete circle, and to lift and separate the genital and rectal areas. The officer shall conduct a visual inspection of the youth, paying close attention to the skin folds and other areas where contraband may be hidden. The officer shall have the youth assume a squatting position and cough.
6. The officer shall not touch the breasts, buttocks or genitalia of the person being searched (Penal Code Section 4030(j)).
7. The officer shall conduct a thorough search of all items of the youth's clothing, including inside shoes, socks, pants, hems, etc.
8. The officer shall then document the results of the search, including any items confiscated, on the Strip Search Log, along with the name and sex of all persons participating in the search and the date, time and place of the search, as required by Penal Code section 4030.

5.13.4.7 WITNESS

Whenever a strip search is conducted in a housing unit/cottage, back-up witness staff of the same sex as the youth (or according to the preference of a transgender youth according to Section 5.13.4.1) shall be obtained.

5.13.4.8 DOCUMENTATION

Written documentation must occur whenever a strip search is conducted, to include the information required by Penal Code section 4030, as follows:

- Date, time and place of the search (facility and unit/cottage)
- Specific and articulable facts and circumstances upon which supports reasonable suspicion
- Name and sex of all persons participating in the search, including the youth being searched, and
- Results of the search, including any items found and confiscated

5.13.5 Body Cavity Searches

5.13.5.1 BODY CAVITY SEARCH PROHIBITED

Under no circumstances are IS Probation Officers to conduct a physical search of a body cavity (this does not include ears, nose and mouth) of any youth. There are absolutely no exceptions to this rule. If such a search is considered necessary, facility medical personnel shall be informed, but it will be necessary to obtain a search warrant and transport the youth to the hospital for such an examination to be performed by medical personnel. The actual search can only be conducted by a physician or nurse licensed to provide medical care in California. IS officers may be present in the hospital to provide security and prevent escape but may not be present during the examination.

San Diego County Probation Department Institutional Services Policies	<u>SUBJECT:</u> Security and Contraband <u>SECTION:</u> 5.14 <u>AUTHORITY:</u> Article 3, Section 1326 and Article 5, Sections 1350-1362, Title 15 and Section 871.5, Welfare and Institutions Code
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5.14 Security and Contraband

5.14.1 INTRODUCTION

This Section sets forth the security and contraband concerns for various circumstances in juvenile detention facilities.

5.14.2 Entry into a Juvenile Detention Facility

5.14.2.1 POLICY FOR ENTRY

It is the policy and practice, for all employees, and visitors in Institutional Services (IS), to have proper identification that authorizes their presence in the facility.

Authorized identification includes (but is not limited to) wearing the following articles:

1. A facility shirt, with the official logo emblem for on-duty personnel assigned to Juvenile Institutions.
2. An official badge identifying the wearer as a Peace Officer (i.e., law enforcement officers from other agencies, etc.).
3. An accurate Probation Department picture identification card (off-duty Juvenile Institutions staff and on-duty probation officers from other services).
4. A visitor's badge for parents, tour groups or other authorized visitors.

Persons not in compliance with the above identification practices shall be immediately brought to the attention of the Watch Commander.

5.14.2.2 STAFF ENTRANCE

When entering the building through a staff entrance, staff are to have their Identification Card visible and readily available. No one without proper identification is to be allowed through this entrance without prior approval from the Watch Commander.

5.14.3 Security of Dangerous Items

5.14.3.1 INTRODUCTION

There are many items used on a routine basis that require special staff supervision to reduce the potential for the items to be abused or used as a weapon. Many of these items are associated with recreational or unit/cottage cleaning programs. Constant staff supervision is required when dispensing these items to youth, during use of the item and after use, to ensure proper usage and return. When these items are not in use, they shall be locked in a safe and secure place where youth access is limited or prohibited. The following is a guide for the distribution and use of items considered to be dangerous.

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- **Cleaning Agents:** These products shall be dispensed only by staff, and youth must never have unsupervised access to cleaning agents. See Manual Section 12.6 for more information on Control and Disposal of Hazardous Materials.
- **Scissors:** Youth scissors should be blunt nosed and never left on the desk or anywhere in the open where a youth could reach them. Because of the potential use as a weapon against others or for self-harm, youth should be closely supervised when using scissors. They should never be given to a youth to give to another unit/cottage, and they should not be passed around from one youth to another, unless officers have given permission and direct supervision.
- **Glass Containers:** Glass containers can be used as a weapon or for self-harm and therefore should never be brought into a facility.
- **Aluminum Cans:** Aluminum can be made into a sharp instrument to be used as a weapon or for self-harm and therefore should never be brought into the facility.

5.14.4 Contraband

5.14.4.1 GENERAL POLICY

Contraband control is a necessary safety and security precaution designed to prevent injury to youth, staff and visitors. Youth may manufacture, smuggle, or hide various types of contraband. Constant monitoring by officers for contraband will help prevent the occurrence of fights, assaults, theft and unlawful sexual activity. The control and confiscation of contraband will further prevent medical problems, which could occur as a result of an overdose of hoarded medication, injury, illness, or (attempted) suicide. By maintaining stringent control of contraband, the potential for staff and departmental liability, as well as legal and security problems, can be drastically reduced, if not eliminated.

5.14.5 Types of Contraband

5.14.5.1 TYPES OF CONTRABAND

There are two (2) types of contraband which commonly exist within a facility. Items that violate facility rules, but would be legal outside the facility, are considered Institutional Contraband. Items that are illegal, whether possessed inside or outside an institution, are considered Illegal Contraband.

The type of contraband will mandate the appropriate sanction, as well as the depth and formality of the reporting procedure.

Staff shall use the following guidelines to determine whether contraband is a facility rule violation, or whether it is an illegal substance, requiring specific chain of custody procedures, law enforcement notification and possible District Attorney prosecution.

5.14.5.2 EXAMPLES

The following are examples (not an all-inclusive list) of commonly found Institutional Contraband:

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- Possession of: money; cigarettes; matches; lighters; alcohol; glass objects; aluminum cans
- Non-regulation/personal clothing
- Gambling devices (stamps, money, dice, playing cards, etc.)
- Possession/Unauthorized use of cleaning products/solvents
- Unauthorized pencils, pens, markers, white-out, tape
- Toiletry items in room (Vaseline, lotion, etc.)
- Gang slogans, symbols, writing, pictures
- Possession of unauthorized eating utensils
- Storage/hoarding of clinic dispensed medication
- More pictures/magazines/books per person than allowed by unit rules
- Tattooing devices (pins, ink, markers, etc.)
- Carving tools (staples, bra hooks, zippers, false fingernails, etc.)
- Possession of items belonging to staff or another youth
- Extra gear (clothing, bedding, towels, combs, etc.)
- Unauthorized hair items (pins, extensions, bands, etc.)
- Satanic symbols, drawings, writings, pictures
- Unauthorized posters, magazine cut-outs, pictures

The following are examples (not an all-inclusive list) of commonly found Illegal Contraband:

- Shanks (metal, plastic, wood)
- Guns, knives, or other deadly weapons
- Saps, blackjacks
- Sling shots
- Billy clubs
- Garrotes
- Nunchaku sticks
- Illegal drugs
- Unauthorized, fraudulent prescriptions
- Homemade alcohol
- Drug paraphernalia

5.14.5.3 SANCTIONS FOR INSTITUTIONAL CONTRABAND

As noted above, the type of contraband will determine the appropriate sanctions.

Depending upon the severity, repetitiousness or number of items, sanctions for institutional contraband may range from a review of the unit rules to Administrative Removal.

5.14.5.4 SANCTIONS FOR ILLEGAL CONTRABAND

Depending upon the severity, repetitiousness or number of items, sanctions for illegal contraband may be the same as for institutional contraband or range from placement on Administrative Separation to the request for new charges. :

5.14.5.5 ALWAYS BE ALERT FOR CONTRABAND

Youth may conceal contraband, in bedding, bathroom areas, common areas, or rolled into books or clothing. When conducting Safety Checks, youth searches, room, locker or unit inspections, officers should be cognizant of the items that may constitute institutional contraband, or illegal contraband which may require police notification.

5.14.5.6 ACQUISITION OF CONTRABAND

Contraband may be acquired by youth through visitors, staff, or intruders who approach the facility fence. Visitors may conceal the contraband on their person or in their clothing prior to visits and pass the contraband to youth during the visit. Contraband may also be sent in the mail, self-made in the facility, hoarded, or stolen from staff areas including the

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kitchen/classrooms.

5.14.5.7 PASSING OF CONTRABAND

Group activities, routine movement and/or procedures, present numerous opportunities for youth to obtain, pass or circulate contraband. The following list illustrates how and when contraband may be disseminated (but is not all-inclusive):

- During free time
- School periods
- Visiting
- Through letters/packages
- In the kitchen
- At church services
- During recreation
- During meals
- Standing in line
- In the bathroom
- At the medical clinic
- Passing through other units/cottages, or at the facility's Main Control area
- Through the facility's Main Control area workers or kitchen workers
- By leaving item in a neutral area for pick-up

5.14.6 **Officer Handling Illegal Contraband**

5.14.6.1 CHAIN OF CUSTODY FOR EVIDENCE

When IS officers discover an item believed to be illegal contraband, the law requires that evidence be directly related to a case in order to be admissible in Court. The "Chain of Custody" for evidence describes how a particular piece of evidence is traced directly from the offense to the Courtroom with minimal possibility that the evidence was replaced or altered.

If illegal contraband is discovered on a youth's person or in the facility, the following steps shall be followed to establish a proper "Chain of Custody."

1. The staff member who discovers the contraband shall maintain the chain of evidence and not allow the contraband out of their possession until properly labeled and stored in the facility evidence locker.
2. Place contraband in an envelope or evidence bag, seal it and label the contraband container with the name of the staff member who located it; the date, time and location the contraband was found; and the name and date of birth of the youth from whom the contraband was confiscated.
3. Place the contraband envelopes in the Evidence Locker and fill out the Contraband Log.
4. An Incident Report shall be completed by the officer who discovered the contraband, detailing the discovery and maintenance of the "Chain of Custody."
5. The supervisor shall addendum the Incident Report regarding the actions taken and their observations with respect to the evidence.
6. The evidence envelope shall remain in the contraband locker until requested by an authorized law enforcement agency, the Juvenile Court or until such time as the case has been concluded or the evidence may be destroyed.

5.14.6.2 CONTRABAND FOUND ON NEW INTAKES

If the illegal contraband is discovered during routine entry and booking procedures, the contraband should be given directly to the arresting Police Officer, if they are still available. If the arresting Police Officer is still at the facility, giving the contraband directly to them will negate having to complete the chain of custody procedures as outlined above. If the Arresting Officer is not available, and the contraband is of a significant nature and prosecution is desired, the Watch Commander or DCU Officer shall, after properly securing the contraband, contact the San Diego Police Department for

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the purposes of preparing a report and taking possession of the contraband.

5.14.7 Contraband Log and Locker

5.14.7.1 PURPOSE

The purpose of the contraband log is to ensure that all illegal contraband found in the facility is properly handled and disposed. The officer, who discovers the contraband, or the Supervisor, shall document the date the contraband was found, the type of contraband, where it was found, by whom, and the final disposition of the evidence.

5.14.7.2 CONTRABAND LOG

A contraband log for all illegal contraband shall be kept in a log-book in the Watch Commander's Office. The discoverer of the contraband, or the Supervisor, will document in the log, every time a piece of contraband evidence is placed in the evidence locker, or turned over to the SDSO for disposal.

5.14.7.3 CONTRABAND LOCKER

The contraband locker is maintained in the Watch Commander's Office with a secondary location for large item storage in the warehouse/storeroom.

5.14.8 Addressing Institutional Contraband and Probation Violations

5.13.8.1 POLICY

Items that violate facility rules, but would be legal outside the facility, are to be confiscated whenever and wherever they are found.

5.14.8.2 DISPOSITION OF CONTRABAND

All facility contraband discovered is to be evaluated by the Shift Leader who shall take appropriate disciplinary actions to hold all youth accountable for any contraband found either on their person, bunk areas, or in their rooms. The Supervisor (or their designee) shall be informed of any contraband found and shall determine the proper disposition (e.g. extra gear returned to unit stores, unauthorized pencils/pens thrown away, etc.)

5.14.8.3 PROBATION VIOLATIONS

Contraband items that are also probation violations (e.g. gang clothes, writing, pictures, etc.) require special handling to ensure the youth are held accountable for their actions.

5.14.8.4 SEIZING INSTITUTIONAL CONTRABAND

When institutional contraband is discovered on a youth's person or in the facility, the following steps shall be followed:

1. Seize the contraband and place in the proper packaging.
2. The Watch Commander shall notify/call the Casework Probation Officer who supervises the youth and advise the officer of the contraband discovered.
3. The contraband shall be retained in the evidence locker until picked up or authorized to be destroyed.

4. If the Casework Probation Officer does not pick up the contraband within 30 days, IS staff shall be authorized to destroy it.

5.14.9 Destruction of Contraband Evidence

5.14.9.1 DESTRUCTION PROCEDURES

If the source of the contraband, or the identity of the suspect responsible, cannot be determined, or if the contraband has otherwise been authorized for destruction, IS officers shall follow these procedures in disposing of the contraband.

1. Secure the contraband as stated above.
2. In the months of January and July, the Supervisor assigned the collateral duty of safety and security shall prepare an itemized list utilizing SDSO "Disposition of Property" form (see sample blank form in Appendix A, page A-73). The contraband and list shall be delivered to the Sheriff's Crime Lab for destruction. A signed copy of the Property/Evidence Form shall be retained in the Watch Commander's Office for one year, and then delivered to the Probation Operations Support Manager for storage.
3. Under no circumstances shall contraband be destroyed that is the subject of a pending or ongoing Court Hearing.
4. Under no circumstance is contraband to be removed from the contraband locker after being seized except for court, destruction, training purposes, or release to law enforcement agencies.
5. The Sheriff Crime Lab is located at 5255 Mt. Etna Drive; phone: (858)467-4464.

5.14.10 Miscellaneous Security Practices

5.14.10.1 OVERVIEW

This section covers other security practices not discussed in other sections.

5.14.10.2 STAY INASSIGNED UNIT/COTTAGE

For security reasons, unit officers are required to remain in their assigned units/cottages at all times unless given permission to leave by the Shift Leader.

5.14.10.3 BE ALERT

The best security sensors in the facility are the eyes and ears of unit officers. In order to keep these sensors, alert and ensure a quick and adequate response to problems occurring, radio or stereo played in the dayrooms shall be at a low enough level that staff can still hear unusual noises down the hall.

5.14.11 Regulation and Control of Firearms/Deadly Weapons

5.14.11.1 INTRODUCTION

The presence of firearms, ammunition, explosives and other deadly weapons within the confines of the facility poses many concerns for the safety and security of both staff and youth and is prohibited by law in Section 871.5 of the California Welfare and Institutions Code. Consequently, it is imperative that officers make every effort to regulate and control the presence of deadly weapons within the facility. To provide the control necessary to regulate the presence of firearms and other weapons, the following policy and procedures have been developed.

5.14.11.2 POLICY

The regulation and control of firearms and other deadly weapons is a paramount concern for all IS officers, and a major aspect of facility safety and security. It is the policy of IS firearms, ammunition, explosives, tear gas and other deadly weapons, be prohibited within the confines of the facility. Weapons, ammunition, or explosives are not to be brought onto the premises of the facility by staff, youth, parents, visitors or Peace Officers.

5.14.11.3 ENFORCEMENT RESPONSIBILITY

It is the responsibility of all staff to ensure the enforcement of this policy and to immediately report any breaches of this security policy to the Division Chief or the Watch Commander.

5.14.11.4 NOTICE OF PROHIBITION

A formal written notice informing all persons of the weapon prohibition shall be posted at all entrances to the facility.

5.14.11.5 IS OFFICERS

IS officers are not permitted to bring weapons of any kind onto facility grounds.

5.14.11.6 PEACE OFFICERS

See IS Policy Section 513 Management of Weapons and Control Devices

5.14.11.7 ARMED PROBATION OFFICERS

See IS Policy Section 513 Management of Weapons and Control Devices

5.14.11.8 O.C. SPRAY

Those casework officers that have been issued OC spray for personal protection shall be required to lock all weapons in a compartment of their patrol car, or in the firearm's control box, located inside the intake vehicle sally port.

5.14.11.9 PARENTS OR OTHER VISITORS

Parents or other visitors are absolutely prohibited from entering the premises if they are in possession of a weapon, pursuant to Section 871.5 of the California Welfare and Institutions Code. If a parent or other visitor is discovered to be in possession of a handgun or other deadly weapon while on the premises, the Watch Commander is to be notified immediately and the visitor shall be required to leave. The San Diego Police Department shall be immediately contacted to provide assistance if necessary.

5.14.11.10 EXPLOSIVES AND/OR BOMBS

If an explosive and/or a bomb is discovered on the premises of the facility, the local law enforcement agency shall be immediately contacted to provide assistance. Under no circumstances, shall staff attempt to move or dispose of any type of explosive prior to the arrival of professionally trained personnel. (Also see Manual Section 13.6 for more information on Bombs).

5.14.11.11 DOCUMENTATION

Whenever a weapon, ammunition, or explosive device has been brought onto facility grounds or the internal premises of the facility, an Incident Report shall be completed by the discovering staff member and forwarded to the Watch

Commander. In situations where Police Officers, in the performance of their duties, bring a weapon into the facility, an Incident Report shall reflect that the Police Officer was armed.

5.14.11.12 CRIMINAL PENALTIES

Pursuant to Section 871.5 of the California Welfare and Institutions Code, any person who knowingly brings a weapon onto facility grounds shall be guilty of a felony and punishable by imprisonment in the State Prison for the term prescribed by law.

In addition to the criminal penalties prescribed by law, any staff member found violating the IS weapon prohibition, shall be subject to Departmental disciplinary action and/or termination of employment.

5.14.12 Security Review

5.14.12.1 ANNUAL SECURITY REVIEW

The Division Chief, and/or authorized designee, shall complete an annual security review to evaluate and make a record of security measures (required by Title 15, Section 1326). Included in this review will be:

- Review of daily perimeter checks
- Review key inventory
- Inspect safety equipment
- Review staff training (re-training concerning security issues)
- Evaluation of any attempted escapes
- Review debriefing file on major incidents
- Review Policy and Procedure, update as necessary

5.14.13 Closed Circuit Television Security System

5.14.13.1 INTRODUCTION

The following policy and procedures are established to identify and govern the use of the Closed Circuit Television Security System.

5.14.13.2 PURPOSE

The Closed Circuit Television Security System was specifically installed to:

1. Increase the level of security
2. Ensure the health, safety, and physical well-being of youth
3. Ensure the health, safety, and physical well-being of staff

4. Maintain a healthy, safe, and secure working environment
5. Protect officers from unfounded allegations of misconduct

5.14.13.3 OPERATING PROCEDURES

The Closed Circuit Television Security System will consist of cameras, monitors, and recorders in sufficient quantity to provide video coverage of selected areas of the facility accessible to staff and youth.

5.14.13.4 GENERAL INFORMATION

1. All cameras will be located in full view (no hidden cameras).
2. Live-feed monitors will be located in designated facility areas
3. Recorders will be located in in a secured area.
4. The retention of video is established by each facility.

5.14.13.5 VIDEO REVIEW

Recorded video may be designated for review by Supervising Probation Officers, Division Chief, and the Deputy Chief Probation Officer for Institutional Services, Assistant Chief Probation Officer, or the Chief Probation Officer.

Recorded video may be reviewed for, but not limited to, the following purposes:

- Review of an incident reported in an Incident Report pursuant to Section 4.4.1;
- Review allegations of staff misconduct as reported by youth or other staff;
- Review conduct of youth for possible criminal prosecution;
- Review performance of staff randomly to ensure compliance with policy and procedures;
- Random review at any time as determined by any person listed above.

5.14.13.6 VIOLATIONS SEEN ON VIDEO

Observation of policy violations or misconduct by staff, which is observed on video during the review process, may result in discipline, even if no complaint was received in connection with the violation or misconduct.

5.14.13.7 MALFUNCTIONS

Malfunctions discovered during the review process (e.g. recorder not working, etc.) shall be reported to the Division Chief or their designee as soon as possible. The Division Chief or designee shall contact the agency for repair.

San Diego County Probation Department Institutional Services Policies	<u>SUBJECT:</u> Transportation Procedures <u>SECTION:</u> 5.15 <u>AUTHORITY:</u> Article 5, Sections 1350-1362, Title 15
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5.15 Transportation Procedures

5.15.1 Introduction

The transportation of youth is an important staff responsibility, with significant obligations for the safety of youth and staff. Consequently, the following policies and procedures shall be assumed by all staff when transporting youth and other staff.

5.15.2 GENERAL PROVISIONS

General provisions for Transportation Officers (TO's) are listed below:

1. All officers utilized in the position of Transportation Officer (TO) shall be trained in the application of restraint equipment and have completed JI CORE. A backup TO shall be appointed and used when the regular TO is not available.
2. Transportation Officers shall have a valid Class C Driver's License.
3. At least one female transportation officer shall be utilized to transport female youth, unless otherwise authorized in writing by the Watch Commander.
4. Youth assigned protective custody status shall not be transported with youth from the general population, unless authorized in writing by the Watch Commander.
5. Transportation Officers shall never leave a youth unsupervised during transportation, or at the designated destination.
6. The designated facility staff is responsible for the inspection of the facility's transportation vehicles. Each facility will establish inspections procedures.

5.15.3 LICENSING REQUIREMENTS

All staff assigned to transport youth shall maintain a valid driver's license. A Class B Driver's License is only required for transporting a youth in a bus or crew truck holding more than 15.

5.15.2 Transportation Processes

5.15.2.1 INTRODUCTION

The consequences of improper transportation of youth include escape, danger to the community, and assault or injury to staff or another youth, loss of departmental credibility, or the potential for disciplinary action. Therefore, the following policies must be followed.

5.15.2.2 PREPARATION FOR TRANSPORTATION

The following procedures shall be performed prior to transporting a youth to a destination outside the facility.

Step	Action
Determine Reason and Authority	Ensure that proper authority to transport a youth is present. Staff shall determine the reason for transporting the youth (i.e., medical appointments, administrative removals, etc.) and whether court orders or permission, are required to transport the youth outside the facility. If court orders are required to effect removal of the youth from the facility, then appropriate transfer documentation shall be obtained prior to transporting the youth. If transporting to a medical appointment, obtain all required referral papers from the Medical Clinic. Additionally, TO's shall always be in possession of their County Identification and badge.
Search Vehicle	Prior to departure, the transporting officer shall obtain the vehicle keys and conduct a search of the transportation vehicle to ensure it is free of contraband and /or weapons. Floors, ashtrays, and under seats shall be searched for unauthorized items.
Vehicle Safety Check	Complete the Vehicle Safety Inspection Sheet (Use AI form V-1, see Appendix A, page A-74). Ensure that the vehicle has sufficient fuel reserve and the safety equipment is present and in proper working condition.
Check Radio	Assure the MHz is working properly by conducting a radio check. The radio shall be checked with the facility's Main Control and Probation Dispatch prior to departure.
Plan Route	Prior to your departure, map the route to your intended destination, particularly if it is an unfamiliar route. As necessary, plan stops for restroom usage, food and fuel. Make pre-trip arrangements with the intended destination site for parking and security. Prepare an alternative route in case of detours or emergencies.
Do Not Commingle Youth	Check all youth classifications to determine the security requirements. Identify the youth who should not be commingled during transportation (i.e., crime partners, opposite sex youth, youth who are escape risks, 707 youth, Unit Confinement youth, etc.).
Verify Identity of Youth	Always verify the identity of the youth presented for transportation. The consequences of transporting the wrong youth include personal embarrassment, financial expenditures, breach of security measures, and violation of the Court Orders. Appropriate identification practices include verifying identity of the youth by: Picture identification; Date of birth; Personal data (i.e., booking sheet information, etc.); Unit/cottage or facility staff identification of the youth; I.D. Wristbands.
Search Youth	Officers shall always conduct a pre-trip pat-down search of the youth, for possession of contraband. A thorough pat-down search is particularly important when transporting youth who are identified as security risks and who may attempt to possess weapons/contraband to effect an escape. If weapons or contraband are found, follow institutional policy and procedure to conduct a strip search.
Have Youth Use Bathroom and Eat	If staff are conducting a long transportation trip or one which conflicts with the meal service times, the youth should eat prior to boarding the transportation vehicle. Always suggest using the bathroom facilities prior to departing the facility.
Restraint Gear	Prior to departure, the transporting officer in consultation with the facility Watch Commander or their designee shall make a determination as to whether mechanical restraints are necessary to prevent physical harm to the juvenile or another person or due to a substantial risk of flight. If a determination is made that mechanical restraints are necessary, the least restrictive form of restraint shall be used consistent with the legitimate security needs of each juvenile. The use of restraints and basis for the determination shall be documented in the transportation log. Youth identified as significant security risks (i.e., DJJ placement/returns, UC's, 707 youth, etc.) require the full complement of restraint gear, which consists of waist chains, handcuffs, and leg chains and shall be dressed in an orange jumpsuit.
Tell Youth	Prior to departure, set the limits/expectations for the youth's behavior during the transport. The following rules shall be communicated to youth prior to departure:

the Rules	
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	<ol style="list-style-type: none"> 1. Youth shall remain in their assigned seats at all times and will not leave their seats until instructed to do so. 2. Seat belts shall be worn at all times. 3. When seated, youth shall face forward with their hands in their laps. 4. Conversations with youth shall be kept to a minimum, and it shall never become loud or boisterous. 5. Under no circumstances shall a youth touch another youth or staff. 6. Youth shall not shout out the windows to persons in the community, put body parts out a window, or throw other items out the window.
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5.15.2.3 SAFETY AND SECURITY

To ensure safe and secure transportation of youth, officers shall adhere to the following principles and procedures during transport.

5.15.2.4 PRIOR TO DEPARTURE

Officers shall be responsible for securing all youth in the transportation vehicle, prior to departing. This requires the transporting officer to:

1. Assign individual seats for each youth. Do not double youth in a seat, unless a lack of space prevents separate seat assignments;
2. Ensure the seat belts are fastened securely;
3. Lock all vehicle doors.

5.15.2.5 OFFICER POSITIONING

Officer Positioning in Uncaged Vehicles: If two officers are available for transporting, one officer should be seated next to the youth, or directly behind the youth.

5.15.2.6 USE OF RESTRAINT GEAR

Under no circumstances shall restraint gear be used to secure a youth to the vehicle. Officers must always ensure that a youth in restraint equipment has enough mobility to exit the vehicle in case of an accident or emergency.

5.15.2.7 YOUTH CONTACT WITH COMMUNITY

While en-route to a destination, officers shall prohibit youth from contacting or communicating with persons in the community. This prohibition is necessary to prevent youth from acquiring contraband or assistance for an escape attempt.

5.15.3 **Custodial Requirements**

5.15.3.1 CUSTODIAL REQUIREMENTS

Upon arrival at the travel destination, the following custodial, supervision and security practices shall be adopted by all transportation officers providing escort services:

1. Keep restrained youth out of public places, in order to prevent the chance of escape, or the acquisition of contraband.
2. When escorting youth, assume a position slightly behind the youth, which allows for visual contact at all times.
3. Never allow a youth to engage in an activity that obliterates the visual line of supervision.
4. Always keep your keys secure. Officers shall maintain keys on their person at all times. Never allow a youth to have possession of transportation or security keys.
5. When more than one youth is being supervised, continuously take a head count.
6. Escort youth directly to their specified destination and immediately return to the transport vehicle following completion of the trip's purpose.
7. Do not discuss the youth's status with any outside person. Rules of confidentiality apply to all youth.
8. When escorting a group, walk beside or to the rear and slightly to the side of the group. If two or more officers are providing escort, one officer shall be positioned to the side of the group and one behind the group.
9. Never allow a youth to go anywhere without officer escort providing direct visual and physical supervision.
10. All high security youth shall remain in restraint gear whenever transported or escorted. Youth transported to the hospital in restraints, are to be kept in restraints while being examined/treated. Removal of restraints for medical procedures shall be avoided, unless it is absolutely necessary for treatment. Any removed restraint gear shall be immediately reapplied as soon as feasible.
11. Upon entering the building or office, locate the potential escape routes and emergency exits to minimize the potential for escape. Contact the facility to report your arrival at the destination site. If known, indicate your return time, or any delays that are expected.
12. Upon completion of the office visit/appointment, contact the facility to report that you are returning and the expected time of arrival.
13. Upon arrival at the facility, return youth to the designated area for search and return the youth to their unit/cottage.
14. After all youth are returned, conduct complete search of transport vehicle.

5.15.4 Emergency Procedures During Transport

5.15.4.1 EMERGENCY PROCEDURES

The following emergency and communication procedures shall be used if an emergency situation develops during transit.

5.15.4.2 VEHICLE BREAKDOWN

In the event of a vehicle breakdown, the transporting officer shall notify the facility at the earliest opportunity via cellular phone or 800 MHz radio. Probation Dispatch shall also be notified. Under extreme circumstances, officers should attempt to stop a citizen and request assistance in notifying local law enforcement. In all vehicle breakdown situations, officers shall never leave a youth unsupervised. If it is necessary to abandon the vehicle, youth shall be taken with transportation officers to seek emergency assistance.

5.15.4.3 VEHICLE FIRE

In all instances of a vehicular fire, the vehicle shall be immediately stopped. If the situation permits, officers shall attempt to control the fire with the vehicle's fire extinguisher. Evacuate all passengers with caution and care if the fire cannot be easily controlled. Contact Probation Dispatch and the facility at the earliest opportunity to advise of the need for alternate transportation. Once a fire has occurred do not attempt to start the vehicle again, even after the fire is out.

5.15.4.4 COLLISIONS

In the event of a vehicular collision, contact Probation Dispatch and the facility, to report the accident. Advise of the following:

- Injuries to any person, and the extent;
- Damage to the vehicle;
- The need for alternative transportation;
- The need for an emergency response vehicle;
- The location of the accident.

All vehicular collisions involving a County vehicle require that officers request an accident investigation by local law enforcement, or the California Highway Patrol.

5.15.5 Vehicle Safety Inspections and Maintenance

5.15.5.1 INTRODUCTION

The performance of daily vehicle safety inspections is an important preventative measure for reducing accidents and vehicle breakdowns due to mechanical failure. Consequently, the following policies shall be adopted by all Institutional Services (IS) officers operating County vehicles.

5.15.5.2 DAILY INSPECTION

All vehicles assigned to IS shall be inspected daily for safety of operation.

5.15.5.3 VEHICLE INSPECTION

Vehicle inspection will be accomplished by filling out and filing the green Vehicle Inspection form, If there are minor repairs or maintenance issues, the designated officer will coordinate the repairs with the County Garage. If the vehicle must be taken out of service due to safety problems, the TO will notify the Watch Commander and IBR Supervisor to arrange for repairs through the County garage.

5.15.5.4 DRIVER CONDUCTS INSPECTION

Vehicle safety inspections shall be conducted by all officers prior to driving any IS vehicle unless the circumstances of the situation (i.e., emergency) preclude the performance of a vehicle inspection. If a regular TO is not available, whoever is the driver of the vehicle will conduct the inspection.

5.15.5.5 RECORD KEEPING

A record of all safety inspections performed shall be documented via a County Vehicle Inspection Form (see paragraph above). These records will be stored in the Vehicle Inspection File and shall be retained for a minimum period of 90 days.

5.15.5.6 DEFECTIVE VEHICLE

In the event that any vehicle equipment is found to be defective, the defect shall be duly recorded on the County Vehicle Inspection Form and immediately reported to the Watch Commander. The SPO shall make the decision on whether the vehicle shall be taken out of operation. Repairs shall be the responsibility of the facility to secure.

5.15.5.7 MAINTENANCE BY COUNTY GARAGE

Vehicle maintenance shall be performed only by the County garage. Officers shall not be permitted under any circumstances to conduct County vehicle repairs.

5.15.5.8 VEHICLE INSPECTION ON WEEKENDS

On weekends, the same procedure as above will be followed with the following exceptions:

1. The inspection will only be conducted if the vehicle is to be used. In those instances, the vehicle will be inspected by the officer who is using the vehicle. All officers who have been through the Transportation Officer training have been given training on the vehicle inspection procedure; and,
2. In the event that the vehicle is not used on a weekend, no inspection will be conducted.

5.15.5.9 FUEL AND CLEANLINESS

Staff members shall fill vehicles with gas after every trip when the tank is less than half full and shall keep IS vehicles as clean as possible and shall have the vehicle cleaned and washed as needed.

5.15.5.10 EMERGENCY EQUIPMENT

In addition to the fixed equipment provided and installed in the vehicle by the manufacturer or General Services, each vehicle shall contain a minimum of the following:

- One blanket
- One flashlight
- One fire extinguisher
- One set of jumper cables
- Road flares and/or reflectorized warning devices
- One first aid kit
- Two or three towels, fresh water and a spray bottle for possible OC aftercare

5.15.5.11 SMOKING

Staff members shall not smoke or allow anyone else to smoke in a County vehicle.

5.15.5.12 VEHICLE ACCIDENT FORM

“Vehicle Accident Notification” forms (see sample blank form in Appendix A, page A-75) and instructions shall be present in all IS vehicles prior to use.

San Diego County Probation Department Institutional Services Policies	<u>SUBJECT:</u> Line-up Procedures <u>SECTION:</u> 5.16 <u>AUTHORITY:</u> Chief Probation Officer
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5.16 Line-up Procedures

5.16.1 INTRODUCTION

On some occasions the Juvenile Court will direct juvenile facilities to conduct a line-up for the possible identification of a suspect in a criminal investigation. Juvenile facilities are tasked with picking several youth who are similar in appearance (i.e., height, weight, race, hair, etc.) to the suspect to participate in the line-up. If the witness successfully picks the suspect out of the line-up, that is evidence of positive identification that can be used in Court.

5.16.2 GENERAL RULES

As a general rule, only those youth who were in custody when the crime occurred should be used. This can prevent false identification problems. Additionally, only those youth who have been to Court and are ordered detained should be used. This can prevent complaints from the parents/guardians. Finally, there should always be at least five people in the line-up (four youth and the suspect) unless otherwise ordered by the court. This can prevent legal challenges to the validity of the line-up (e.g. improper sample size.) When any of these types of questions arise, the Watch Commander should resolve the issue by contacting the Court or the County Counsel.

5.16.2 In-Custody Line-Ups

5.16.2.1 INTRODUCTION

An in-custody line-up is when the subject of the line-up (the suspect) is in custody. Should a Camp youth be needed for a line-up, the youth will be transported to juvenile facility for processing in accordance with their line-up procedures. The following guidelines shall be adopted by all officers when conducting youth line-ups inside a juvenile facility.

5.16.2.2 COURT ORDERED

Line-ups shall be conducted only when authorized by Juvenile Court Orders. All line-up court orders must be received by the Watch Commander, at least three (3) working days (i.e., court days) prior to the line-up. Line-ups shall not be conducted without a valid court order.

5.16.2.3 SCHEDULE

Line-ups shall be scheduled Monday through Friday only (holidays excepted). No more than one (1) line-up shall be scheduled per day. Conflicts with the one (1) line-up per day rule shall be resolved by the Watch Commander and/or the Division Chief following consultation with the County Counsel, if necessary.

5.16.2.4 DISTRICT ATTORNEY CONSULTATION

All line-up times shall be scheduled following consultation with the District Attorney's Office. Line-up times will be scheduled by the Watch Commander, taking into consideration facility programming, safety and security measures. All scheduled line-up times shall be reflected in the Court order whenever possible.

5.15.3.5 VOLUNTARY PARTICIPATION

Participation by juvenile facilities youth in a line-up procedure shall be strictly voluntary. All youth agreeing to participate in a line-up shall be registered in the Facility's Line-Up Log by the facility's Main Control staff. All voluntary participants shall formalize their participation in the line-up, by signing a Line-Up Consent Form acknowledging their voluntary participation. See Appendix A, page A-76.

5.16.3 Out –Of-Custody Line-ups

5.16.3.1 INTRODUCTION

An out-of-custody line-up is when the subject of the line-up (the suspect) is not in custody. The subject is ordered by the court to come to juvenile facilities, where several other youth are available to participate in the line-up in a secure setting. Out of custody line-ups shall only be conducted pursuant to a valid Court order, subject to the following requirements.

5.16.3.2 REQUIREMENTS

Out of custody line-ups shall not be scheduled until the following items are received by the Watch Commander:

- A valid Court order for the out of custody line-up;
- A recent color photograph of the subject for the line-up;
- A complete physical description of the subject for the line-up.

5.16.3.3 CONDITIONS

The subject of an out of custody line-up shall be required to report to juvenile facilities a minimum of two (2) hours in advance of the scheduled line-up time. The subject shall provide facility staff with valid picture identification, and a copy of the Court order, prior to gaining admittance to the facility. Upon admission, the subject shall be required to follow all the rules and regulations of the facility including a search of their person and property.

5.16.3.4 DRESS

Upon receiving clearance and approval to enter juvenile facilities, the subject of the line-up shall dress in standard facility clothing and be placed in a facility's Main Control area holding tank until the line-up is conducted.

5.16.3.5 JUVENILE FACILITY PARTICIPANTS

Participation by juvenile facilities youth in an out-of-custody line-up procedure shall be strictly voluntary, as stated above (including signing a Line-Up Consent Form acknowledging their voluntary participation).

San Diego County Probation Department Institutional Services Policies	<u>SUBJECT:</u> Communications Systems <u>SECTION:</u> 5.17 <u>AUTHORITY:</u> Chief Probation Officer
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5.17 Communication Systems

5.17.1 INTRODUCTION

This section addresses the policies and procedures for all Institutional Services (IS) communication systems.

5.17.2 FOUR TYPES

The juvenile facilities have four (4) basic communication systems that provide the facility with internal and external communication capabilities. These systems include:

1. Intercom/Public Address System
2. SBC telephone system
3. Hand-held radio system for use inside the facility
4. County 800 MHz radio system

Each of these systems shall be discussed in greater detail below.

5.17.2 Detention Facility Intercom System

5.17.2.1 INTERCOM/PUBLIC SYSTEM

This system provides detention facilities with internal communication by linking the various facility work sites (i.e., individual units, the medical clinic, etc.) via a series of master control panels. This system is the typical mode of communication for relaying short messages between individual units and the facility's Main Control area (commonly called the "steno-phone"). This system also provides the mode for communicating emergency messages (i.e., Chief Counselor, Medical Emergency, etc.) directly to the facility's Main Control for announcement over the public address system. Additionally, the intercom provides the Watch Commander's Office with a direct line to the facility's Main Control area, Front Office, and outlying housing units.

5.17.2.2 SHORT MESSAGES

The intercom shall be utilized by staff for the transmission of short messages. Messages requiring extended airtime shall be transmitted through the telephone system, which is described below.

5.17.3 Phone System

5.17.3.1 PHONE SYSTEM

IS have a standard telephone system, serviced by the County's Information Technology Provider. Calls within the facility require only that the last four digits of the phone number be dialed in order to connect to the other facility office and units/cottages.

5.17.3.2 COUNTY BUSINESS ONLY

The system shall be utilized only when conducting authorized business with persons or work sites outside the facility. If staff need to make personal phone calls, these should be short and never last more than one or two minutes unless it is an emergency.

To access the phone lines from any unit/cottage telephone, the user must first dial star nine (*9). This will connect the unit/cottage phone to the normal telephone network throughout the county. Phone numbers can be found in any telephone directory. In addition to the standard telephone system, calls can be made from any county phone to any other county phone by dialing the regular seven-digit number. This option bypasses the regular long-distance phone service and connects directly to the county phone. This option saves the county from paying long-distance fees when conducting county business.

5.17.3.3 CAMP CELLULAR PHONES

Cellular phones are primarily used only by the Camp's Transportation Officer. They are for official use only and to be used only when a regular phone is not available. The phone is to be carried at all times by the Transportation Officer. At the end of the day the phone shall be returned and connected to the charger.

5.17.4 Radio Systems

5.17.4.1 HAND-HELD TWO-WAY RADIOS

The primary function of this system is to provide radio-based communication between living units/cottages and the facility's Main Control area. Each unit/cottage shall maintain several hand-held radios for use by unit/cottage officers during their shifts. All officers on shift are expected to carry a radio with them during the entire shift. Extra batteries and a re-charging station shall also be located in each unit/cottage. The radio battery should be changed and re-charged after each shift to ensure proper operation during the entire shift. Each Supervisor shall be responsible for ensuring the availability of radios and batteries in their respective units/cottages. The facility's Main Control shall maintain a small number of extra radios and batteries in case of unforeseen radio failures. See Manual [Section 5.7.4](#) for information on hand-held radio use and terminology.

5.17.4.2 COUNTY RADIO/STATION M

In addition to the communication devices described above, IS is also serviced by the County Radio system. The County Radio, through its control base (known as "Station M")/Probation Dispatch, also serves as a clearing center for emergency communication. Under emergency conditions, Station M may be contacted to obtain emergency service (i.e., Police, paramedics, fire, etc.). probation Dispatch is staffed from 7:00 a.m. to 11:00 p.m. only.

San Diego County Probation Department Institutional Services Policies	<u>SUBJECT:</u> DNA Collection <u>SECTION:</u> 5.18 <u>AUTHORITY:</u> Sections 296 and 298, Penal Code; Chief Probation Officer
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5.18 DNA Collection

5.18.1 INTRODUCTION

This section addresses the policies and procedures for collection of DNA samples from youth in San Diego County Probation Department juvenile facilities.

5.18.2 AUTHORITY

The Penal Code mandates the collection of DNA samples and finger prints from any currently confined juvenile:

1. If they have a past felony adjudication or conviction in California (PC 296.1(a)(2)(A))
2. If they have a past felony adjudication or conviction outside of California, if the offense would qualify as a felony in California (PC 296.1(a)(2)(A))
3. If they have been required to register as a sex or arson offender pursuant to Penal Code Sections 290 or 457.1 for the commission of any offense, including misdemeanors (PC 296(a)(3))

5.18.3 PROMPT COLLECTION AFTER ADJUDICATION

DNA Samples shall be collected from qualifying youth as soon as reasonably possible after their adjudication or conviction for a felony offense. DNA collection shall occur prior to the release from custody of any qualifying youth.

5.18.4 REFUSAL TO SUPPLY DNA-A MISDEMEANOR

A qualifying youth who refuses to supply a buccal DNA sample is guilty of a misdemeanor, pursuant to Penal Code Section 298.1(a). Any youth who refuse to provide a DNA sample may instead be referred to the Juvenile Court for action, and/or District Attorney for prosecution, at the discretion of each facility's Division Chief. At the order of the Juvenile Court, any youth who refuses to submit a buccal DNA sample may be required to submit a blood DNA sample.

5.18.5 NO USE OF FORCE

When a youth refuses to submit to DNA sample collection, staff shall not use force to obtain the DNA sample. Any youth who refuse to provide a DNA sample shall instead be referred to the Juvenile Court for action, and/or to the District Attorney for prosecution, pursuant to Penal Code Section 298.1(a).

5.18.6 FALSE DNA SAMPLE AND DNA TAMPERING A FELONY

A qualifying youth who knowingly facilitates the collection of a wrongfully attributed DNA sample is guilty of a felony, pursuant to Penal Code Section 298.2(a). Examples of these behaviors include:

- Youth giving false names during DNA collection
- Youth claiming to be someone else during DNA collection
- Biting the buccal DNA collector during collection
- Wiping off the buccal DNA collector after collection
- Concealing a substance inside the mouth in an attempt to block collection of DNA

These incidents may be referred to the District Attorney for prosecution at the discretion of each facility's Division Chief.

5.18.7 BOOKING PROCEDURES

Booking staff at juvenile facilities shall adhere to the following procedures related to the DNA sample collection process:

1. Obtain the list of youth from the applicable facility that had a court hearing the previous day.
2. Run each youth in PCMS and determine if they sustained a true finding for a felony offense.
3. Perform a Criminal History check in SUN/CLETS for each youth that has a true finding for a felony offense.
4. Note each youth's CII number from the Criminal History response.
5. Note the "DNA Collection Notification" alert on the top of the Criminal History response. Note if DNA collection has already been completed.
6. Enter the CII number and prior DNA collection info into PCMS.
7. Print a face sheet and a referral summary for each youth and attach them to the "DNA Sample Required" form.
8. Fill out the "DNA Sample Required" form (Appendix, A, Form A-100) and forward it to IBR.
9. Upon receipt of the completed "DNA Sample Required" form from IBR, enter into PCMS the verification that a DNA sample and finger print has been obtained.

5.18.8 IBR PROCEDURES

IBR staff shall adhere to the following procedures related to the DNA sample collection process:

1. Obtain the "DNA Sample Required" list from Booking.
2. Call the youth down to IBR no more than five (5) at a time.
3. Inspect each youth's wristband name, DOB and photo, verifying the youth's ID.
4. Fingerprint each youth, including palm prints, using the "Livescan" machine.
5. Fill out the CA DOJ "Specimen Information Card", making sure to include all required information and the youth's right thumb print on each side of the card.
6. Before opening the DNA Buccal Swab, put on the plastic gloves provided with the DNA sample kit. This will prevent staff DNA from accidentally ending up on the DNA Buccal Swab.
7. Using a felt-tip permanent marker, write the youth's name and CII number on the DNA Buccal Swab.
8. Demonstrate the collection procedure for the youth. If the youth seems reluctant to provide a sample, or refuses to provide a buccal sample, counsel the youth that he may be required to provide a blood DNA sample by the Juvenile Court.
9. Observe the youth perform the DNA collection, watching for proper collection methods and any attempt by the youth to falsify/confound the collection.
10. Seal the DNA Buccal Swab in the collection envelope.
11. Place the DNA envelope in the collection box in the Fingerprint Room.
12. Return the completed "DNA Sample Required" form to Booking.

5.18.9 SEND SAMPLES TO DOJ

The Division Chief, or authorized designee, shall ensure that DNA samples are mailed to the CA Department of Justice DNA Data Bank Program once every two weeks. The mailing address is:

**State of California
Department of Justice
DNA Data Bank Program
1001 W. Cutting Blvd., Suite 110
Richmond, CA 94804-2028**

San Diego County Probation Department Institutional Services Policies	<u>SUBJECT:</u> Spit Sock <u>SECTION:</u> 5.19 <u>AUTHORITY:</u> Chief Probation Officer
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5.19 Spit Sock

5.19.1 INTRODUCTION

This policy is designed to provide a temporary, safe, and humane method of deterring an out-of-control youth from continuing to spit at officers or other youth.

5.19.2 PURPOSE OF A SPIT SOCK/HOOD

The Spit Sock/ Hood is a temporary protective hood for use on those youth where a risk of exposure to infectious disease might be present or unsanitary. If used properly, the spit sock can reduce the risk of the wearer transmitting fluids (saliva and mucous) from the facial area, by spitting. Improper use can result in serious injury or death. Improper use may cause asphyxiation, suffocation or drowning in one's own fluids.

5.19.3 AUTHORITY TO USE A SPIT SOCK/HOOD

Any sworn officer may apply a spit sock to a youth when there is a justifiable reason to use one. Prior authorization by a Watch Commander or Supervising Probation Officer is not required as immediate usage of a spit sock maybe required prior to their arrival at the scene of an incident. (This includes youth away from the facility on transportation runs.) Examples of justified uses of a spit sock include usage on a youth who has just spit at or near staff or other youth, a youth with a history of past spitting at staff or other youth, or a youth who has threatened to do so; either in the past or in a current incident. A youth must already be in handcuffs or restraint gear when a spit sock is applied.

As with the application of mechanical restraints, a spit sock should only be applied in the presence of at least two (2) officers unless emergency or extraordinary circumstances dictate otherwise. (Such a circumstance would include a single officer transporting a youth.)

5.19.4 CONDITIONS FOR USE

Do not use a spit sock/hood unless all of the following conditions are met:

1. Youth must be under control and restrained.
2. Wearer must be under constant visual supervision and should not be left unattended.
3. Do not use on a youth that is vomiting, having difficulty breathing, or is bleeding profusely from the mouth or nose area.
4. Remove eyewear before application.
5. The spit sock is one (1) size fits all. If there is difficulty applying due to a large size head – discontinue its use.

5.19.5 INSTRUCTIONS FOR USE

1. Open bag-remove spit sock.

2. Remove eyewear before application.
3. Place spit sock over the head of the person where the mesh fabric is covering the eye area (top) of the head.
4. For best fit-the center elastic will go under the nose and over the ears. (For better protection, the elastic may be placed above the nostrils).
5. Carefully push the white plastic “Secure-Lock” tab down toward the top of the head while holding the top of the mesh fabric. This should take the slack out of the top and help to secure the spit sock in position. Do not push so tightly as to be uncomfortable or impair vision of the youth.

Once the spit sock/hood has been used it should not be reused. Remove and discard when destination is reached; when youth is to be left unattended; or as advised by the Watch Commander or Supervisor.

5.19.6 TEMPORARY USE ONLY

Under most circumstances, a spit sock is only to be used as a temporary basis to limit the risk of exposure to staff of saliva and mucous fluids from a youth. It should be removed as soon as its usage is no longer required as the youth has calmed or no longer presents a risk of exposure to staff.

Should a youth have difficulty breathing, vomit or begin bleeding profusely from the mouth or nose, the spit sock/hood shall be immediately removed.

5.18.7 REQUIREMENT TO DOCUMENT

As a youth will already be in restraint gear when a spit sock is applied, a separate Incident Report is not required, but the use of a spit sock/hood must be included in the use of force report. The report must include the reason for the application.

San Diego County Probation Department Institutional Services Policies	<u>SUBJECT:</u> Facility Security and Weapons <u>SECTION:</u> 5.20 <u>AUTHORITY:</u> Section 171b, Penal Code
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5.20 Facility Security and Weapons

5.19.1 OVERVIEW

Pursuant to Penal Code Section 171b, it is illegal to introduce a weapon, such as a firearm, knife, tear gas, taser or stun gun, pellet gun or other weapon into a detention facility. Should a weapon be introduced into the facility, staff is to act quickly and safely to have any weapon immediately removed from the facility.

5.20.2 Staff and Employee Conduct

5.20.2.1 WEAPONS FORBIDDEN

Neither sworn staff nor support staff may bring a weapon into any Probation Department institution. Should any officer or support staff accidentally bring a weapon into the facility, it must be immediately removed via the quickest and safest route and the Watch Commander immediately notified. Staff are not allowed to bring personal weapons into the facility for any reason and weapons lockers are not provided for the routine use of staff.

5.20.2.2 MAINTENANCE AND CONTRACTORS

On occasion, it may be necessary for maintenance or contracting staff to need sharp objects such as knives as a part of their work. Such use should be highly controlled and restricted. Youth may not be present near any such tools and probation staff should be advised by maintenance staff or contractors of their need for such items and their exact location in the facility. Maintenance staff and contractors are to ensure proper security over their tools at all times and ensure they are removed from the facility as quickly as possible. Tools should be inventoried upon the conclusion of any job.

5.20.3 Visitor Conduct

5.20.3.1 WEAPONS FORBIDDEN

Neither professional nor standard visitors are legally allowed to bring a weapon into the facility. Should a Police Officer or other visitor arrive at the facility with a weapon, they should be directed to the appropriate gun/weapon storage locker. Storage lockers are located at all Probation Department facilities in such locations as the IBR Sally Ports, the Staff Entrances and the front of the buildings for standard visitors. If a weapons locker is not available, the weapon should be locked inside a vehicle. No one may enter the facility with a weapon at any time.

5.20.4 Staff Response if a Weapon is Introduced

5.20.4.1 SECURITY PRECAUTIONS

Should sworn staff or support staff observe a weapon on a Probation Officer, a Peace Officer, support staff, professional visitor or a routine visitor inside the facility, the visitor should be directed to immediately exit the facility with the weapon. The incident should be immediately reported to the Watch Commander for proper follow-up action. The facility Division Chief should be immediately informed. The visitor may be reported to proper authorities, including police for possible action.

5.20.4.2 DOCUMENTATION

Should a violation of facility weapon policy occur, the Watch Commander shall direct the observing staff to properly document the incident via an Incident Report or e-mail as directed by the Watch Commander.